RDAB-05. Request for Land Cover Map

A. Request for Land Cover Maps for Walk-In Clients

Clients can request for customized copy of Land Cover Map in printed or analogue and digital formats.

Office or Division:	Land Resource Data Analysis Division (LRDAD Resource Data Analysis Branch (RDAB)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Area of Interest (.shp, CAD file, coordinates, Technical Description, Administrative Boundary)	Client
External Client Request (ECR) Form (1 copy)	LRDAD www.namria.gov.ph/forms.php

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired thematic data	1. Discuss details of the request and check availability of data	None	25 minutes	*RS Technologist II* LRDAD
2. Fill out Client Details in ECR form	2. Fill out Order Details in the ECR form	None	15 minutes	*RS Technologist II* LRDAD
3. Pay the required fees	3. Issue the OP	Print on Demand: P 1,500/AO size Digital Data:	10 minutes	*RS Technologist II* LRDAD *Project Development Officer II* SSB-FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Accept the Payment and issue the OR	P 300.00/ megabyte (Mb)	6 minutes	*Admin Officer III (Cashier II)* SSB-FMD
	3.2 Photocopy OR	None	3 minutes	*RS Technologist II* LRDAD
	3.3 Issue Claim Stub for complex data processing	None	2 minutes	*RS Technologist II* LRDAD
	3.5 Processing of thematic data	None	3 hours (Simple data processing)	*RS Technologist II* LRDAD
			1 day (Complex data processing)	*RS Technologist II/ Sr. RS Technologist* LRDAD
4. Receive the product and accomplish ECR form *(Feedback details)*	4. Release the product	None	5 minutes	*RS Technologist II* LRDAD
5. For returning clients: Fill out Product Evaluation form	5. Check completeness of the form	None	5 minutes	*RS Technologist II* LRDAD
	TOTAL	Print on Demand: ➢ **Php1,500 / AO size** Digital Data:	**4 hours 11 minutes** (Simple data processing) **1 day 1 hour 11 minutes**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		➢ **Php300.00 / megabyte (Mb)**	(Complex data processing)	

Rates are from NAMRIA Memorandum Circular No. 001 series of 2011

B. Request for Complimentary Copy of Land Cover Map

Clients can request for complimentary copy of customized Land Cover Map in printed or analogue and digital formats.

Office or Division:	Land Resource Data Analysis Division (LRDAD) Resource Data Analysis Branch (RDAB)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government
Who may avail:	National Government Agencies, Non-Government Organizations, Local Government Units, Academe, Students (for thesis purposes)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NGA, NGO, LGU, Academe: € Letter of Request: (1 copy)	Client
Student: € Letter of Request Noted by School Official € Photocopy of School ID € Thesis Abstract	
€ Area of Interest (.shp, CAD file, coordinates, Technical Description, Administrative Boundary)	
€ Request for Free Issue (RFI) form (1 copy)	LRDAD www.namria.gov.ph/forms.php

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desire thematic data	1. Receive the letter request and check completeness of information provided in the letter.	None	15 minutes	*Administrative Aide VI* *RS Technologist II* LRDAD
	1.1 Forward the letter to Records	None	5 minutes	*Administrative Aide VI* LRDAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Section			
	1.2 Endorse the request to the NAMRIA Administrator	None	4 hours	*Administrative Officer I* SSB-RMS
	1.3 Endorse to RDAB Director for appropriate action	None	1 day	*Administrator* NAMRIA
	1.4 Endorse the request to concerned Division for appropriate action	None	15 minutes	*Director, RDAB*
	1.5 Discuss the request details with the client	None	30 minutes	*RS Technologist II* LRDAD
2. Fill out the Client Details of the RFI form	2. Fill out the Order Details of RFI form and prepare memo/letter reply	None	1 hour	*RS Technologist II Spvg. RS Technologist* LRDAD
	2.1 Endorse memo/letter reply and RFI to RDAB Director	None	30 minutes	*Division Chief* LRDAD
	2.2 Endorse memo/letter reply and RFI to NAMRIA Administrator	None	2 hours	*Asst. Director, RDAB* *Director, RDAB*
	2.3 Sign the memo/ letter	None	1 day	*Deputy Administrator*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	reply and RFI and endorse to RDAB Director			*Administrator* NAMRIA
	2.4 Forward the signed memo/letter reply and RFI to concerned Division	None	15 minutes	*Administrative Asst. I* *Office of the Director,* RDAB
	2.5 Processing of thematic data	None	3 hours	*RS Technologist II* LRDAD
3. Receive the product and accomplished RFI form (Feedback details)	3. Release the product	None	5 minutes	*Administrative Aide VI* *RS Technologist II* LRDAD
	TOTAL	**None**	**3 days 3 hours 55 minutes**	