MGB-03. Request for Map Certification and Evaluation

The Cartography Division provides evaluation and certification services for map products produced by other agencies both government and private based on the existing data and maps that the unit has.

Office or Division:	Cartography Division
Classification:	Complex, Highly Technical
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
Government: ● Request Letter ● Map to be evaluated/certified ● Valid Government-Issued Identification Card (ID) ● External Client Request (ECR) ● Product Evaluation (PE) Form (for returning clients only)	● Head of Office ● Technical Personnel or Team of Requesting Party ● National Government Agencies (NGAs) ● Cartography Div., NAMRIA ● Cartography Div., NAMRIA
Private Individual, Companies/Corporations: ● Request Letter ● Map to be evaluated/certified ● Valid Government-Issued Identification Card (ID) ● External Client Request (ECR) ● Product Evaluation (PE) Form (for returning clients only)	● Head of Office ● Technical Personnel or Team of Requesting Party ● National Government Agencies (NGAs) ● Cartography Div., NAMRIA ● Cartography Div., NAMRIA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for issuance of certification and map evaluation by: a. Walk-in	1.1 Receive request 1.2 Prepare quotation		10 minutes	*Client Service Unit (CSU), CD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Request Letter c. Email d. Phone				
2. Fill-out Client Details in ECR	2.1 Fill-out Order Details in ECR 2.2 Prepare four (4) copies of OP (for paying client's only)		10 minutes	*CSU, CD*
3. Pay the required fees	3.1 Receive OP, ECR & payment 3.2 Issue Official Receipt (OR) 3.3 Return one (1) copy of signed OP and ECR	Application Fee: PhP 500.00 Evaluation Fee: Map size (Area in sq. cm) x PhP 0.20 Certification Fee: PhP 200.00	10 minutes	Financial and Management Division
Note: ● Prices exclude the cost of prepaid courier service ● Online payment thru bank transfer or deposit is allowed				
4. Return to CD and show the OR, ECR and OP	4.1 Receive the copy of signed ECR and OP from the client 4.2 Secure a copy of OR (photocopy)		10 minutes Complex	*CSU, CD* *Chief CD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Evaluate the details and information reflected on the map 4.4 Certify the correctness of the map 4.5 Sign the map certification		(5-7 days) Highly Technical (8-20 days)**	*Director, MGB*
5. Receive the evaluated map & map certification and fill-out one (1) copy of Product Evaluation (PE) Form (for returning clients only)	5.1 Release the evaluated map and certification 5.2 Record the transaction in the division's logbook and compile the form/s		5 minutes	*CSU, CD*
	TOTAL	**Application Fee + Evaluation Fee + Certification Fee 500+(sq.cm) x (Php 0.20) +200**	**Map Evaluation and Certification: Complex: 5 working days and 45 minutes ** Highly Technical: 20 working days**	

Note:
Processing time varies depending on the number of requests at the moment and the area/size of maps to be evaluated and certified.
**Highly technical application with extension as needed (ex: nationwide coverage)