



NAMRIA-07. Authorization of Information, Education, and Communication (IEC) Activities

NAMRIA accepts requests for the conduct of IEC activities such as tour of agency facilities, IEC campaigns, and Map and Technology exhibits.

OFFICE OR DIVISION	Client Service Section (CSS)/Geospatial Information Services Division (GISD) – Geospatial Information System Management Branch (GISMB)			
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		
External Client Request (ECR) form – (1 original)		<ul style="list-style-type: none"> • CSS/GISD – GISMB • www.namria.gov.ph/forms.php 		
Request Letter (RL) – (1 original/digital copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about IEC activity	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode	None	Time will start immediately after accomplishing the ECR	CSS Staff GISMB
1. Submit all required documents	1. Verify all requirements, accomplish ECR, and issue AR	None	20 minutes	Information Officer GISD
2. Receive AR	2. Route ECR for approval of the conduct of IEC activity	None	20 minutes	Records Officer Administrative Division
	Approve ECR		2 days	Administrator Office of the Administrator



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present accomplished AR with acceptance and feedback on activity day	3. Verify acceptance and feedback on AR on activity day	None	5 minutes	
TOTAL			2 days & 45 minutes	