



## NAMRIA-05. Issuance of Documents or Records

NAMRIA makes available the following records and documents to government agencies, suppliers and contractors, and even former employees for legal, administrative, and personal purposes.

RECORDS AND DOCUMENTS	PRODUCT PROCESS TIME (PPT)
Bidding Documents	over-the-counter
Canvass Proposal	over-the-counter
Directives and Issuances	1 day
Project Related Documents	1 day
Service Records	2 days
Other Documented Information	1 day

<b>OFFICE OR DIVISION</b>	CSU – Staff Support Branch (SSB)	
<b>CLASSIFICATION</b>	Simple, Complex	
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>WHO MAY AVAIL</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	External Client Request (ECR) form – (1 original)	<ul style="list-style-type: none"> <li>CSU – SSB</li> <li><a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a></li> </ul>
	Request Letter (RL) – (1 original/digital copy)	Client
	Proof of Payment (POP) – (3 photocopies/digital copy)	Client's bank (for offsite payment)
	Valid ID (SSS, GSIS, Voter's ID, Passport, BIR, Driver's License, Postal ID, UMID, PRC ID) – (1 original/digital copy)	<ul style="list-style-type: none"> <li>Concerned Government Agency</li> </ul>

FOR PAYING CLIENTS	FOR NON-PAYING CLIENTS
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about document or record	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode	None	Time will start immediately after accomplishing the ECR	CSS/CSU Staff SSB/HB/MGB/ RDAB/GISMB
1. Identify what document or record to buy	1. Accomplish ECR and issue OP	None	20 minutes	CSU Staff SSB
2. Present OP and pay required fee	2. Issue OR	See PP Table below	15 minutes	Cashier Administrative Division
For <b>OFF-SITE CASH TRANSACTIONS</b> , clients can pay the required fee through the Land Bank of the Philippines (LBP) or as per instruction during client inquiry. Clients must secure POP and follow the blue shaded steps until release of product.				
3. Send digital POP	3. Verify POP and send digital AR and OR  3.1. Record OR on ECR and AR 3.2. Prepare document or record	None	2 days	CSU Staff SSB
4. Send accomplished digital AR with feedback details	4. Verify feedback on AR and release of document or record	None	20 minutes	CSU Staff SSB
3. Present OR	3. Verify and record OR on ECR and release product	None	15 minutes	CSU Staff SSB
4. Accomplish Feedback Details on ECR	4. Verify feedback on ECR	None	5 minutes	CSU Staff SSB
1. Submit all required documents for free	1. Verify all requirements,	None	20 minutes	CSU Staff SSB



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
issuance of document or record	accomplish ECR, and issue AR			
2. Receive AR	2. Route ECR for approval by the Administrator	None	20 minutes	<i>Records Officer</i> Administrative Division
	Approve ECR	None	2 days	<i>Administrator</i> Office of the Administrator
	Prepare document or record	None	See PPT table above	<i>Processing Unit</i> SSB
3. Present AR	3. Verify AR and release document or record	None	15 minutes	<i>CSU Staff</i> SSB
4. Accomplish Acceptance and Feedback Details on AR	4. Verify acceptance and feedback on AR	None	5 minutes	<i>CSU Staff</i> SSB
<b>TOTAL</b>		See PP Table	55 minutes 55 minutes (+ 2 days for off-site payment)	
			PPT + 2 days & 1 hour	



DOCUMENTS AND RECORDS	PRODUCT PRICE (PP)
Bidding Documents (Contract Budget)	
500,000 and below	500.00
500,001 – 1,000,000	1,000.00
1,000,001 – 5,000,000	5,000.00
5,000,001 – 10,000,000	10,000.00
10,000,001 – 50,000,000	25,000.00
50,000,001 – 500,000,000	50,000.00
500,000,001 and above	75,000.00
Canvass Proposal	