



### **NAMRIA-03. Provision of Free Printed and Digital Data**

Clients from government agencies and the academia or members thereof can request for free the following geospatial data, in printed and digital format, at the Client Service Units (CSU) of the Mapping and Geodesy Branch (MGB), Hydrography Branch (HB), and Resource Data Analysis Branch (RDAB).

<b>PRINTED AND DIGITAL DATA</b>	<b>PRODUCT PROCESS TIME (PPT)</b>
Aerial Photographs (printed, digital)	2 hours/photo
Bathymetric Data	15 days
Certification of Nautical Distances (CND)	2 hours 30 minutes
Coastal Resource Map (printed, digital)	1 day
Geomagnetic Data	15 days
IFSAR, LIDAR	2 hours/25,000 has & below
Inundation Map of Coastal Low-Lying Areas (printed, digital)	1 day
Land Cover Map (printed, digital)	1 day
Municipal Water Boundary Data	15 days
Nautical Charts	1 day
Nautical Feature Digital Data	15 days
Nautical Publications	15 days
Oceanographic Data	15 days
Orthophoto/Orthoimage (raw, processed)	1 day/25,000 has & below
Orthophoto/Orthoimage (printed, digital)	2 hours/25,000 has & below
Slope Map (printed, digital)	1 day
Special Maritime Zone Map	15 days



<b>OFFICE OR DIVISION</b>	Client Service Units (CSUs) – MGB, HB, RDAB			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen G2G - Government to Government			
<b>WHO MAY AVAIL</b>	National Government Agencies, Non-Government Organizations, Local Government Units, Students (for thesis purposes)			
<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 – MGB, HB, RDAB</li> <li>• <a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a></li> </ul>		
Valid ID (SSS, GSIS, Voter's ID, Passport, BIR, Driver's License, Postal ID, UMID, PRC ID, Student ID) – (1 original/digital copy)		Concerned Government Agency, School		
Request Letter (RL) – (1 original/digital copy)		Head of Agency		
<b>REQUIREMENTS FOR STUDENTS</b>				
Approved Thesis Proposal – (1 photocopy/digital copy)		Student		
Endorsement Letter – (1 original/digital copy)		Thesis Adviser		
Registration Form – (1 photocopy/digital copy)		School Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Inquire about free printed and/or digital data	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 HB/MGB/RDAB /GISMB
1. Submit all required documents	1. Verify all requirements, accomplish ECR, and issue AR	None	20 minutes	CSU Staff HB/MGB/RDAB



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 printed and/or digital data	None	See PPT Table above	<i>Processing Unit</i> HB/MGB/RDAB
3. Present AR	3. Verify AR and release data	None	15 minutes	<i>CSU Staff</i> HB/MGB/RDAB
4. Accomplish Acceptance and Feedback Details on AR	4. Verify acceptance and feedback on AR	None	5 minutes	<i>CSU Staff</i> HB/MGB/RDAB
<b>TOTAL</b>			PPT + 2 days & 1 hour	