



NAMRIA-01. Provision of Printed Products (Maps, Charts, and Publications)

Private individuals and companies can purchase the following over-the-counter printed products at the NAMRIA Map Sales Offices (MSOs) and Regional MSOs. Government agencies and the academia or members thereof can request these products for free by submitting the required document(s).

PRINTED PRODUCT	UNIT	PRODUCT PRICE (PP)
Administrative Map	sheet	200.00
Bajo de Masinloc	book	1,200.00
Nautical Chart (black and white)	sheet	450.00
Nautical Chart (colored)	sheet	600.00
Philippine Coast Pilot (7th Ed)	book/CD	2,000.00
Philippine List of Lights	book	400.00
Relief Map of the Philippines	sheet	300.00
Tide and Current Table	book	480.00
Topographic Map (all scales)	sheet	120.00

OFFICE OR DIVISION	Map Sales Office (MSO)	
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"> • MSO • www.namria.gov.ph/forms.php 	
Proof of Payment (POP) – (3 photocopies/ digital copy)	Client's bank (for offsite payment)	



REQUIREMENTS FOR FREE PRINTED PRODUCTS	
Request Letter (RL) – (1 original/digital copy)	<ul style="list-style-type: none"> • Head of Agency • School Adviser
Valid ID (SSS, GSIS, Voter's ID, Passport, BIR, Driver's License, Postal ID, UMID, PRC ID, Student ID) – (1 original/digital copy)	<ul style="list-style-type: none"> • Concerned Government Agency • School/University

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 printed product	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode	None	Time will start immediately after accomplishing the ECR	<i>Officer-in-Charge (OIC)/Staff MSO</i>
1. Identify what product to buy	1. Accomplish ECR and issue OP	None	20 minutes	<i>OIC/Staff MSO</i>
For Regional MSOs (RMSOs), clients need to present the OP to the Accounting Office for recording purposes before paying to the Cashier.				
2. Present OP and pay required fee	2. Issue OR	See PP Table on above	15 minutes	<i>Collecting Officer MSO or Cashier DENR Admin Office</i>
For OFF-SITE CASH TRANSACTIONS, 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 printed product	None	2 days	<i>OIC/Staff MSO</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Send accomplished digital AR with feedback details	4. Verify feedback on AR and release of printed product	None	20 minutes	OIC/Staff MSO
3. Present OR	3. Verify and record OR on ECR and release product	None	15 minutes	OIC/Staff MSO
4. Accomplish Feedback Details on ECR	4. Verify feedback on ECR	None	5 minutes	OIC/Staff MSO
1 Submit all required documents for free printed product	1. Verify all requirements, accomplish ECR, and issue AR	None	20 minutes	OIC/Staff MSO
2 Receive AR	2. Route ECR for approval by the Administrator	None	20 minutes	Records Officer Administrative Division
	Approve ECR	None	2 days	Administrator Office of the Administrator
	Prepare printed product	None	30 minutes	OIC/Staff MSO
3 Present AR	3. Verify AR and release product	None	15 minutes	OIC/Staff MSO
4 Accomplish Acceptance and Feedback Details on AR	4. Verify acceptance and feedback on AR	None	5 minutes	OIC/Staff MSO
TOTAL		See PP Table	55 minutes (+ 2 days for off-site payment)	
			2 days, 1 hour & 30 minutes	