



NAMRIA-06. Registration for GIS and Other Geomatics Trainings

NAMRIA accepts applications to the following training courses through the NAMRIA Geomatics Training Center (NGTC), which is an accredited training center by the Civil Service Commission (CSC) and Continuing Professional Development (CPD) accredited by PRC.

NAMRIA also accepts off site trainings for groups, with a minimum number of fifteen (15) participants.

TRAINING COURSES	COURSE DURATION
Advanced Geographic Information System (GIS)	5 days
Advanced GIS (online)	5 days
Basic GIS	5 days
Basic GIS (online)	5 days
Basic Hydrography (Module I online)	5 days
Basic Hydrography (Modules I and II)	5 days
Data Visualization	5 days
GIS for Executives	1 day
Global Positioning System (GPS)	5 days
GNSS and PageNet	5 days
Unmanned Aerial Vehicle (UAV) Mapping for GIS	5 days

OFFICE OR DIVISION	NAMRIA Geomatics Training Center (NGTC)	
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"> • NGTC – GISD 	



	<ul style="list-style-type: none"> • www.namria.gov.ph/forms.php
Proof of Payment (POP) – (3 photocopies/digital copy)	Client's bank (for offsite payment)
GTC Registration Form – (online)	www.namria.gov.ph/gtcis/Trainings.aspx
GTC Registration Form – (1 original/digital copy)	NGTC
REQUIREMENT FOR THE ADVANCE GIS AND UAV COURSES	
Certificate of Basic GIS Training - (1 photocopy/digital copy)	Client
REQUIREMENTS FOR OFFSITE TRAINING	
Memorandum of Agreement (MOA) – (1 original/digital copy)	NGTC

	FOR ONSITE INDIVIDUAL APPLICATION		FOR OFFSITE GROUP APPLICATION
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about training application	Discuss product specification, service requirements, availability, processing time, payment options, and price	None	Time will start immediately after accomplishing the GTC online pre-registration/ registration form	NGTC Staff GISD
1. Submit all required documents	1. Verify all requirements, accomplish ECR, and issue OP	None	20 minutes	NGTC Staff GISD
1. Submit all required documents	1. Verify all requirements, accomplish ECR and issue OP	None	20 minutes	NGTC Staff GISD
	Route ECR for approval by the Administrator	None	20 minutes	Records Officer Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Approve ECR	None	2 days	Administrator Office of the Administrator
2. Show OP	2. Record the OP	None	5 minutes	Accounting Staff Financial and Management Division
3. Pay required fee	3. Issue OR	See CF Table below	15 minutes	Cashier Administrative Division
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.				
4. Present OR or POP for off-site payment	4. Verify OR or POP 4.1. Record OR/POP on ECR and AR 4.2. Issue AR	None	15 minutes	NGTC Staff GISD
5. Present accomplished AR with acceptance and feedback on training day	5. Verify acceptance and feedback on AR on training day 5.1. Issue OR to clients who utilize off site payment	None	5 minutes	NGTC Staff GISD
TOTAL			1 hour	
			2 days, 1 hour & 20 minutes	