



## **NAMRIA-04. Provision of Evaluation, Certification, and Registration Services**

Clients can request the following services at the Client Service Units (CSU) of the Mapping and Geodesy Branch (MGB), Hydrography Branch (HB), and Resource Data Analysis Branch (RDAB):

<b>PRODUCT LIST</b>	<b>PRODUCT PROCESS TIME (PPT)</b>
Certification of Offshore Activity (COA)	15 days 1 hour 15 minutes
Certification of Geodetic Control Points	30 minutes/point
Certification of Municipal Water Map and Technical Description	2 hours 30 minutes
Certification of Nautical Distances (CND)	2 hours 30 minutes
Certification of No Record of LC map and/or FAO	7 days
Certification of Oceanographic Information (COI)	15 days 1 hour 15 minutes
Certification of Slope Map	19 days
Certification of Tide Gauge Benchmark (CTGB)	5 days 1 hour 15 minutes
Digital Level Registration	1 day/certification
Evaluation of GNSS Data	1 day/project
Evaluation of Geodetic Leveling Data	1 day/project
GNSS Receiver Registration	1 day/certification
Map Certification and Evaluation	19 days

Options for **OFF-SITE CASH PAYMENT** allow clients to pay the required fees through the Land Bank of the Philippines (LBP) or per instruction of the CSU Staff during inquiry. Clients must secure Proof of Payment (POP). Verification of POP may take two (2) days.

Requested products can be picked-up personally, delivered through online facilities (attached to an email or downloaded from a URL), or through pre-paid couriers.

<b>OFFICE OR DIVISION</b>	Client Service Units (CSUs) – MGB, HB, RDAB
<b>CLASSIFICATION</b>	Simple, Complex, Highly Technical



<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</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) – (1 original/digital copy)		Concerned Government Agency
Proof of Payment (POP) – (3 photocopies/ digital copy)		Client's bank (for off-site payment)
<b>ADDITIONAL REQUIREMENTS FOR CERTIFICATE FOR OFFSHORE ACTIVITY</b>		
Environmental Work Program for Offshore Exploration (EWPOE) received by MGB – (1 photocopy/digital copy)		Client
<b>ADDITIONAL REQUIREMENT FOR CERTIFICATION OF NO RECORD OF LC MAP AND/OR FAO</b>		
Request Letter		Client
<b>ADDITIONAL REQUIREMENTS FOR CERTIFICATION OF SLOPE MAP</b>		
Memorandum of Agreement (MOA) – (1 original/digital copy)		PCRD, RDAB
Original/Transfer Certificate of Title (OCT/TCT) or Lot Data Computation/Lot Description or Survey/Sketch Plan – (1 blueprint/photocopy/digital copy)		Client thru LRA/Registry of Deeds or DENR/LRA
Certified tie point from LMB/SMD – (1 original/digital copy)		Client thru DENR
Special Power of Attorney if the client is not the lot owner/claimant – (1 photocopy/digital copy)		Client
<b>REQUIREMENTS FOR LEVELING DATA EVALUATION</b>		
Raw leveling data Fieldnotes Monument description with picture		Client



KMZ file of the level line	
<b>REQUIREMENTS FOR GNSS DATA EVALUATION</b>	
GNSS observation data in RINEX format GNSS Field sheets Monument description with picture	Client
<b>REQUIREMENTS FOR DIGITAL LEVEL REGISTRATION</b>	
Digital level instruments with rods Raw leveling data Instrument brand, model and serial number	Client
<b>REQUIREMENTS FOR GNSS RECEIVER REGISTRATION</b>	
GNSS observation data in RINEX format Instrument brand, model and serial number	Client

	<b>ON-SITE CLIENTS</b>	Clients who walk-in at the NAMRIA CSS/CSU/MSO		<b>OFF-SITE CLIENTS</b>	Clients who lodge requests through email, phone, or social media
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about certification, evaluation, or registration services	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode	None	Time starts after client submits all requirements, if any, and CSU Staff generates the ECR.	CSS/CSU Staff HB/MGB/RDAB
Provide personal information	Fill out the Client and Product Details in the NPASIS and generate ECR form.	None	Source: JMC 2019-001 IRR if RA11032 Rule VII Section 2.b	CSU Staff HB/MGB/RDAB
Identify the certification, evaluation, or registration services				
1. Submit all required documents, if any, and acknowledge TOA.	1. Verify all required documents and issue ECR with Order of Payment (OP)	None	20 minutes	CSU Staff HB/MGB/RDAB



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay required fee	2. Issue OR	See PP Table below	15 minutes	Cashier Administrative Division
3. Present OR	3. Verify and record OR	None	15 minutes	CSU Staff HB/MGB/RDAB
	3.1. Prepare certification, evaluation, or registration document	None	See PPT Table above	Product Processing Unit HB/MGB/RDAB
4. Submit ECR copy with acceptance of the product/service	4. Release certification, evaluation, or registration document, and issue CS form	None	20 minutes	CSU Staff HB/MGB/RDAB
1. Send all required documents	1. Verify all required documents and send ECR with OP	None	20 minutes	CSU Staff HB/MGB/RDAB
2. Pay required fee (Off-site payment)	2. Wait for Proof of Payment (POP)	See PP Table above	Client driven	CSU Staff HB/MGB/RDAB
3. Send digital POP	3. Verify POP and issue OR	None	1 day	Cashier Administrative Division
	3.1. Record OR	None	5 minutes	Processing Unit HB/MGB/RDAB
	3.2. Prepare certification, evaluation, or registration document	None	See PPT Table above	Processing Unit HB/MGB/RDAB
4. Submit ECR copy with acceptance of the product/service	4. Release certification, evaluation, or registration document and send CS form	None	15 minutes	MSO Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish CS form	Accept and verify CS form	None	Optional	CSU Staff HB/MGB/RDAB
Accomplish Product Evaluation (PE) form	Accept and verify PE form	None	For returning clients	CSU Staff HB/MGB/RDAB
<b>TOTAL</b>			PPT + 1 hour & 10 minutes	
			PPT + 1 days & 40 minutes	

PRODUCT LIST	UNIT	PRODUCT PRICE (PP)
Offshore of Offshore Activity (COA)	certificate	2,500.00
Certification of Geodetic Control Points	certificate	360.00
Certification of Municipal Water Map and Technical Description	certificate	5,000.00
	+ per km	50.00
Certification of Nautical Distances (CND)	1 <sup>st</sup> 25 M	180.00
	+ per M	25.00
Certification of No Record of LC map and/or FAO	certification	100.00
Certificate of Oceanographic Information (COI)		
● raw hourly heights data per month	per station	360.00
● processed hourly heights data per month	per station	360.00
● times and heights of high and low waters including lunitidal interval of daily heights per month	per station	360.00
● monthly and annual data of mean sea level and other tidal datum planes per month	per station	360.00
● Tide Reducers per month	per station	360.00
● annual mean sea level monthly means	per station	360.00
● highest and lowest tide observed	per station	360.00
● tidal extremes per year	per station	360.00



PRODUCT LIST	UNIT	PRODUCT PRICE (PP)
● tidal data processing and analysis per month	per station	1,000.00
● advance copy of tide prediction per month	per station	360.00
● processed serial cast conductivity, temperature, depth/expendable bathythermograph (sound velocity, temperature, salinity, conductivity, pressure) per inshore or offshore oceanographic station		
a) combination of 3 parameters or less	per cast	400.00
b) combination of 4 or more parameters	per cast	600.00
Certification of Slope Map (printed)		
● 100 sq.m & below		P 9,545.00
● > 100 sq.m to 200 sq.m		P 9,545.00 + P10.00/sq.m. in excess of 100 sq.m. to 200 sq.m.
● > 200 sq.m to 300 sq.m		P 10,535.00 + 9.00/sq.m. in excess of 200 sq. m. to 300 sq.m.
● > 300 sq.m. to 400 sq. m.		P 11,426.00 + 8.00/sq.m. in excess of 300 sq.m. to 400 sq.m.
● > 400 sq.m. to 500 sq. m.		P 12,218.00 + 7.00/sq.m. in excess of 400 sq.m. to 500 sq.m.
● > 500 sq.m. to 1,000 sq. m		P 12,545.00 plus P 5.00 per sq. m. in excess of 500 sq.m. to 1,000 sq.m.
● > 1,000 to 5,000 sq.m.		P 15,045.00 plus P 2.50 per sq. m. in excess of 1,000 sq.m. to 5,000 sq.m.
● > 5,000 sq.m. to 1 ha		P 25,045.00 plus P 1.50 per sq.m. in excess of 5,000 sq.m. to 1 ha.
● > 1 ha. to 2 has.		P 32,545.00 plus P 0.75 per sq.m. in excess of 1 ha. to 2 has.
● > 2 has. to 5 has.		P 40,045.00 plus P 0.50 per sq.m. in excess of 2 has. to 5 has.
● > 5 has. to 10 has.		P 55,045.00 plus P 0.20 per sq.m. in excess of 5 has. to 10 has.
● > 10 has. to 20 has.		P 65,045.00 plus P1,500.00 per ha. in excess of 10 has. to 20 has.
● > 20 has. to 30 has.		P 77,545.00 plus P 1,250.00 per ha. in excess of 20 has. to 30 has.



PRODUCT LIST	UNIT	PRODUCT PRICE (PP)
<ul style="list-style-type: none"> <li>&gt; 30 has. to 50 has.</li> </ul>		P 92,545.00 plus P 1000.00 per ha. in excess of 30 has. to 50 has.
<ul style="list-style-type: none"> <li>&gt; 50 has. to 100 has.</li> </ul>		P112,545.00 plus P 800.00 per ha. in excess of 50 has. to 100 has.
<ul style="list-style-type: none"> <li>&gt; 100 has. to 200 has.</li> </ul>		P 152,545.00 plus P 600.00 per ha. in excess of 100 has. to 200 has.
<ul style="list-style-type: none"> <li>&gt; 200 has. to 500 has.</li> </ul>		P 212,545.00 plus P 400.00 per ha. in excess of 200 has. to 500 has.
<ul style="list-style-type: none"> <li>&gt; 500 has. to 1,000 has.</li> </ul>		P 332,545.00 plus P 200.00 per ha. in excess of 500 has. to 1,000 has.
<ul style="list-style-type: none"> <li>Above 1,000 has.</li> </ul>		P 432,545.00 plus P 100 per ha. in excess of 1,000 has.
Certificate of Tide Gauge Benchmark (CTGB)	benchmark/ station	180.00
Digital Level Registration	unit	1,800.00
Evaluation of Geodetic Leveling Data	benchmark	500.00
Evaluation of GNSS Data	pt.	500.00
GNSS Receiver Registration	receiver	1,800.00
Map Certification and Evaluation		
<ul style="list-style-type: none"> <li>application fee</li> </ul>	certificate	500.00
<ul style="list-style-type: none"> <li>evaluation fee</li> </ul>	cm <sup>2</sup>	0.20
<ul style="list-style-type: none"> <li>certification fee</li> </ul>	certificate	200.00