

Application for GIS and Other Geomatics Training

The 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 the Philippine Regulations Commission (PRC). The training program is not automatically registered to CPD but depends on the profession of the participants who enrolled 45 days prior to the training date.

Certificate of Completion will be awarded to participants who successfully complete all five (5) days of the training program.

Certificate of Attendance will be provided to participants who attend at least three (3) days of the training program.

The NAMRIA also accepts off-site trainings for groups, with a maximum of twenty-five (25) participants.

Office or Division:	Geomatics Training Center		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Individuals who meet the specific qualifications for each course offered can avail.		
	<div>COURSEQUALIFICATIONS</div>		
	Basic Geographic Information System (GIS)Knowledge in Basic Computer Operation and Windows OS commands		
	Basic Hydrography (Module I)General knowledge of Earth Science and Measurements		
	Data VisualizationKnowledge in Microsoft Office products (Excel or MS Access)		
	GNSS and PageNetKnowledge in surveying and computer operation		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div>Standard Requirement</div> <div>1. Proof of Payment (POP)</div> <div>(3) Photo Copy</div> <div>Remarks:</div> <div>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-SSB Staff during the inquiry. Clients must secure Proof of Payment (POP).</div> <div>2. GTC Registration Form – (online)</div> <div>(1) Electronic Copy</div> <div>Remarks:</div> <div>www.namria.gov.ph/gtcis/Trainings.aspx</div> <div>3. Memorandum of Agreement (MOA) – (Group applications)</div> <div>(3) Original Copy</div>			

A. Basic Hydrography (Module II) Course 1. Basic Hydrography (Module I) (1) Photo Copy Or (1) Electronic Copy <div>Agency - Division: NAMRIA - Geomatics Training Center</div>				
B. Advanced GIS Course 1. Certificate of Basic GIS Training (1) Photo Copy Or (1) Electronic Copy <div>Agency - Division: NAMRIA - Geomatics Training Center</div>				
2. Certification from the immediate supervisor /employer that the participant is using GIS in their field of work. Applicant / Client (1) Photo Copy Or (1) Electronic Copy				
C. Unmanned Aerial Vehicle (UAV) Mapping for GIS Course 1. Certificate of Basic GIS Training (1) Photo Copy Or (1) Electronic Copy <div>Agency - Division: NAMRIA - Geomatics Training Center</div>				
2. Certification from the immediate supervisor/employer that the participant is using GIS in the field of work Applicant / Client (1) Photo Copy Or (1) Electronic Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all required documents Location: <i>Geomatics Training Center</i> <i>NAMRIA One-stop Shop (NOSS)</i> <i>Email: oss@namria.gov.ph</i>	1.1. Verify all required documents	None	15 minute/s	<ul style="list-style-type: none">• Training Staff; Geomatics Training Center• Support Staff; NAMRIA One-stop Shop
	1.2. Prepare External Client Request (ECR) form and Order of Payment (OP)		10 minute/s	<ul style="list-style-type: none">• Support Staff; NAMRIA One-stop Shop
	1.3. Issue OP to client		5 minute/s	<ul style="list-style-type: none">• Support Staff; NAMRIA One-stop Shop
2.Application Payment Methods				
Onsite Application 2.A.Pay required fee Location: <i>NAMRIA One-stop Shop (NOSS)</i>	2.A. Issue Official Receipt (OR)	Formula Fees Breakdown: Application Fee Table	10 minute/s	<ul style="list-style-type: none">• Special Collecting Officer; NAMRIA One-stop Shop
Offsite Application 2.B.Pay required fee Location: <i>Land Bank of the Philippines' Link.Biz Portal: www.lbp-eservices.com/egps/portal/Merchants.jsp</i>	2.B. Remind the client to secure a POP from offsite payment	Formula Fees Breakdown: Application Fee Table	10 minute/s	<ul style="list-style-type: none">• Support Staff; NAMRIA One-stop Shop
3. Submit Proof of Payment (POP)/Official Receipt (OR) Location: <i>NAMRIA One-stop Shop (NOSS)</i> <i>NAMRIA Cashier Section</i>	3.1. Verify POP	None	1 day/s	<ul style="list-style-type: none">• Special Collecting Officer; NAMRIA One-stop Shop• Cashier ; Administrative Division

	3.2. Send the client an acknowledgment email to confirm training application	5 minute/s	<ul style="list-style-type: none"> Support Staff; NAMRIA One-stop Shop Media Production Specialist I; Geomatics Training Center
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Total Processing Time:	
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*if Onsite Application (Pay required fee)	1 day/s, 45 minute/s
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Total Processing Fee:	
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*if Onsite Application (Pay required fee)	• Application Fee Table
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*if Offsite Application (Pay required fee)	• Application Fee Table
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Formula / Schedule of Fees:
Application Fee Table

COURSE	COURSE DURATION	UNIT	CO
Advanced GIS	5 days	person	7,50
Advanced GIS (online)	5 days	person	5,00
Basic GIS	5 days	person	7,50
Basic GIS (online)	5 days	person	5,00
Basic Hydrography (Module I online)	5 days	person	5,00
Basic Hydrography (Modules I and II)	5 days	person	7,50
Data Visualization	5 days	person	7,50
GIS for Executives	1 day	person	1,50
GNSS and PageNet	5 days	person	7,50
Global Positioning System (GPS)	5 days	person	7,50
Unmanned Aerial Vehicle (UAV) Mapping for GIS	5 days	person	7,50
*Group of four female individuals may avail the plus one package for free(4 paying +1 free)			
Training Online package	5 days	maximum of 25 pax	50,0
Training Offsite package	5 days	maximum of 25 pax	75,0

Application Fee Table

COURSE	COURSE DURATION	UNIT	COURSE FEE (CF)*
Advanced GIS	5 days	person	7,500.00
Advanced GIS (online)	5 days	person	5,000.00

Basic GIS	5 days	person	7,500.00
Basic GIS (online)	5 days	person	5,000.00
Basic Hydrography (Module I online)	5 days	person	5,000.00
Basic Hydrography (Modules I and II)	5 days	person	7,500.00/module
Data Visualization	5 days	person	7,500.00
GIS for Executives	1 day	person	1,500.00
GNSS and PageNet	5 days	person	7,500.00
Global Positioning System (GPS)	5 days	person	7,500.00
Unmanned Aerial Vehicle (UAV) Mapping for GIS	5 days	person	7,500.00

**Group of four female individuals may avail the plus one package for free(4 paying + 1 free)*

Training package	Online	5 days	maximum of 25 pax	50,000.00
Training package	Offsite	5 days	maximum of 25 pax	75,000.00