Request for Free Products and Services

   Clients can request, for free, the following NAMRIA products, in printed and digital format, by visiting our NAMRIA One-stop Shop (NOSS) in Ft. Bonifacio, Taguig City, or making an initial inquiry through:

- Email: css.gismb@namria.gov.ph
- Message us at www.namria.gov.ph
- Social Media: facebook.com/NAMRIAgovPH, x.com/namriagovph
- Phone-in: (02) 8887-5466 or (02) 8810-4831 to 34 local 401 and 444

   Below are the products that can be requested for free.

PRODUCTS

Administrative Map (over-the-counter)

Aerial Photographs (printed, digital)

Bajo de Masinloc

Certification of Nautical Distances (CND)

Certification of Geodetic Control Points

Civil Reservation Map* (printed)

Coastal Resource Map (shp/jpg @ 300dpi)

Electronic Navigational Chart (ENC)

Environment and Natural Resources Statistics

Existing Land Use Map (shp/jpg 300dpi)

Fishpond Development Map* (printed) 1 day

Forest Reserve/Watershed Forest Reserve Map* (printed)

Geodetic Control Points (GCP) in CSV, KMZ or SHP File Format

Human Resource (HR) Documents or Records:

· Service Record

· Certificate of Employment

· Certificate of Employment & Compensation

· Certificate of Employment with Actual Duties

· Certificate of Last Salary Received

· Certificate of Leave Credits

· Certificate of Leave Without Pay

· Certificate of No Pending Case

- Certification on Actual Services Rendered (CSE-PR)

- Employment Contract/ Appointment Paper

IFSAR, LIDAR

Inundation Map of Coastal Low-Lying Areas (shp/jpg 300dpi)

Land Classification Map* (printed)

Land Cover Map (shp/jpg @ 300dpi)

Military Reservation Map* (printed)

National Park Map* (printed)

Nautical Charts (Printed and Raster)

Orthophoto/Orthoimage (raw, processed)

Orthophoto/Orthoimage (printed, digital)

Print-on-Demand (POD) Monument Description Sheet

POD Nautical Charts

POD Topographic Map (for readily available products)

Relief Map of the Philippines

Slope Map (shp/jpg 300dpi)

Topographic Map (all scales)

FREE for government offices and only if cost of printing is P1,000.00 or below

The NAMRIA and Geoportal Philippines (GP) websites, namria.gov.ph and geoportal.gov.ph, respectively, have digital products that can be downloaded directly for free without the need for a request letter.

Office or Division:	NAMRIA One-stop Shop
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)

Who may avail:	1. Government agencies from the: • Executive Branch (Office of the President, Office of the Vice President, Executive Departments, Independent Agencies, Boards, Commissions, and Committees), Legislative Branch (Senate and House of Representatives) • Judicial Branch (Supreme Court and Lower Courts), and • Local Government Units (LGU) 2. State Universities and Colleges (SUC), as well as other members of the Academia, whether private or public. 3. Hydrographic offices in accordance with Article VIII of the Convention on the IHO or a mutual exchange basis.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement 1. Any Government Valid issued ID ID's from Social Security System, Government Service Insurance System, Commission on Election Voter's ID, Bureau of Internal Revenue Tax Identification Number ID, Land Transportation Office Dirver's License, Postal Service ID, Unified Muliti-Purpose ID, Professional Regulation Commission ID,	
2. Request letter (1) Original Copy	Applicant / Client
A. For Student Thesis Requirement 1. School ID Submit 1 photocopy or digital copy of Registration Form if the school id not yet available	
2. Request letter noted by thesis adviser (1) Original Copy Or (1) Electronic Copy	Applicant / Client
3. Thesis/Research Proposal Abstract (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all required documents **Location**: *NAMRIA One-stop Shop*	1.1. Verify all required documents	None	20 minute/s	• Support Staff; NAMRIA One-stop Shop
	1.2. Prepare the ECR form		10 minute/s	• Support Staff; NAMRIA One-stop Shop
	1.3. Approve the ECR form		2 day/s	• Administrator; Administrator's Office
	1.4. Acknowledge the request		15 minute/s	• Support Staff; NAMRIA One-stop Shop
1. Submit all required		None		

	1.5. Prepare the requested product		15 day/s	- Technical Staff; Client Service Unit - Hydrography Branch - Technical Staff; Client Service Unit - Mapping and Geodesy Branch - Technical Staff; Client Service Unit - Resource Data Analysis Branch - Technical Staff; Client Service Section - Geospatial Information System Management Branch - Support Staff; Client Service Unit - Support Services Branch
2. Follow-up request on the date of release of the product **Location**: *NAMRIA One-stop Shop (NOSS)*	2. Release the product	None	20 minute/s	Technical Staff; NAMRIA One-stop Shop
Total Processing Time:			17 day/s, 1 hour/s, 5 minute/s	
Total Processing Fee:			None	