

1. Provision of Map (Simple)

This service involves the provision of readily available maps in electronic format (e-copy only). Available map products include Land Use Maps (A4 size), Base Maps, Barangay Maps, and Thematic Maps (A3 size, e-copy only).

Office or Division	City Planning and Development Office- Research Information System and Statistics Division			
Classification	Simple			
Type of Transaction	Government to Business (G2B); Government to Citizens (G2C), Government to Government (G2G)			
Who may avail	General Public, Private Institutions, Government Offices			
Checklist of Requirements		Where to Secure		
1. Request Letter specifying the kind of map and purpose or duly accomplished request form		Requesting Party/ City Planning & Development Office – Administrative Division		
2. Any Storage Device or E-mail address		Requesting Party		
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
1. Submit Duly Accomplished Request Form or Request Letter.	<p>1.1. If Request Form: RISSD personnel receives and reviews the accomplished form and issues an Acknowledgement Receipt.</p> <p>1.2. If Request Letter: Administrative Division receives the letter and forwards it to RISSD for processing.</p>	None	5 Minutes	<i>Administrative Aide II / Administrative Assistant III City Planning and Development Office</i>
2. Receives the acknowledgement receipt or a file copy of their request letter.	2. Evaluates the request as to availability.	None	5 minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
IF MAP IS AVAILABLE:				
3. Receive Order of Payment.	3. Prepares and Issues Order of Payment indicating the applicable fees.	See Annex 1	10 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
4. Pay the required fee at the City Treasurer's Office (CTO) and secure the Official Receipt.	4. City Treasurer's Office personnel receive payment and issue Official Receipt.	---	---	<i>CTO Personnel</i>
5. Present the Official Receipt to the assigned personnel or email a copy of the receipt.	5. Record the Official Receipt Number.	None	5 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
6. Receive the requested map.	6. Releases the requested map via storage device or email and records the	None	5 Minutes	<i>Draftsman II/ Computer File Librarian</i>

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
6.1. If via storage device: Sign the Request Form acknowledging receipt. 6.2. If via email: Acknowledge receipt through return email.	transaction in the Electronic Logbook.			<i>City Planning and Development Office</i>
TOTAL PROCESSING TIME IF MAP IS AVAILABLE:			30 Minutes	
IF MAP IS UNAVAILABLE:				
3. Receives notification of unavailability of request.	3. Notify the client of the unavailability of map thru email, SMS, verbal or a written document and refer to the right agency.	None	5 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
TOTAL PROCESSING TIME IF MAP IS UNAVAILABLE:			15 Minutes	

The provision of maps via Geographic Information System (GIS) falls under R.A. 7160 Section 476 and Ordinance No. 8, series of 2010.

** Please note that the processing time is intended for one client. The time shall be extended when there are two or more clients.*

** Processing time transacting with other offices which are prerequisite in the provision of map is not included.*

** G2G transaction is free of charge.*