

## 1.1. Provision of Maps (Highly Technical)

This service covers the processing, creation, and distribution of new shapefile derived from existing shapefiles. It includes data extraction, transformation, analysis, and generation of new shapefiles tailored to the specific technical requirements of government agencies and private organizations.

The service may involve advanced GIS processing, including overlay analysis, thematic mapping, spatial data validation, and quality control, depending on the complexity of the request. All outputs are based on available and verified data sources.

<b>Office or Division</b>	City Planning and Development Office- Research Information System Statistics Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Business (G2B); Government to Citizens (G2C), Government to Government (G2G)			
<b>Who may avail</b>	General Public, Private Institutions, Government Offices			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Request Letter specifying the kind of map and purpose or duly accomplished request form		Requesting Party/ City Planning & Development Office – Administrative Division		
2. Non-Disclosure Agreement (NDA)		City Planning and Development Office		
3. Any Storage Device or E-mail address		Requesting Party		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Personnel Responsible</b>
1. Submit Duly Accomplished Request Form or Detailed Request Letter.	<p><b>1.1. If Request Form:</b> RISSD personnel receives and reviews the accomplished form and issues an Acknowledgement Receipt.</p> <p><b>1.2. If Request Letter:</b> 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	10 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
<b>IF REQUEST IS AVAILABLE</b>				
	3. Forwards the request to the Division Chief for further evaluation.	None	30 minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
	4. Forwards the request to the Department Head for approval.	None	1 day	<i>Division Chief</i>

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
<b>IF APPROVED</b>				
3. Receive Order of Payment.	5. 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.	6. 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.	7. Record the Official Receipt Number.	None	5 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
	8. Process the requested map/shapefile via QGIS	None	15 days	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
6. Receives notification of the availability of request and submit a signed Non-Disclosure Agreement (NDA).	9. Informs the client that the requested data is ready and a Non-Disclosure Agreement (NDA) should be signed first before the release of the requested file.	None	10 minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
7. Receive the requested map.  7.1. <b>If via storage device:</b> Sign the Request Form acknowledging receipt.  7.2. <b>If via email:</b> Acknowledge receipt through return email.	10. Receives the NDA and Releases the requested map via storage device or email and records the transaction in the Electronic Logbook.	None	5 Minutes	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
<b>TOTAL PROCESSING TIME IF REQUEST IS APPROVED:</b>			<b>16 days, 1 hour</b>	
<b>IF REQUEST IS DISAPPROVED</b>				
3. Receives the notification personally or via email.	5. Notify the client thru email, SMS, verbal or a written document why the request was disapproved.	None	1 day	<i>Draftsman II/ Computer File Librarian City Planning and Development Office</i>
<b>TOTAL PROCESSING TIME IF MAP IS AVAILABLE:</b>			<b>2 days 45 minutes</b>	

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.*