



Securing Computer-Generated Maps at IT Office

ABOUT THE SERVICE

Customized maps generated using the GIS converted into Portable Document File (PDF) can be sourced from this office.

Department / Office:		INFORMATION TECHNOLOGY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Interested customers from private individual/groups including government agencies. Located at Room 108, Ground Floor, Main Building.		
CHECKLIST OF REQUIREMENTS				
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
1. Customer requests for map e.g. zoning land-use, and other related barangay maps.	2. IT staff informs customer of available data that can be generated and period to comply.			CYNTHIA M. BUERE Computer Programmer II MA. CECILIA M. GREGORIO Computer Programmer II ANSELMO B. MAÑO Information System Analyst II
3. Customer pays at Treasurer's Office		P 50.00 for printed A4 map.	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	4. IT staff can do the following action(s): - Save file via flash disk/USB - Print map - Email requested map		5 minutes for maps available 15 minutes for printed map 1 day, for customize GIS map	CYNTHIA M. BUERE Computer Programmer II MA. CECILIA M. GREGORIO Computer Programmer II ANSELMO B. MAÑO Information System Analyst II
	5. Upon issuance, IT staff records maps issued.			



	TOTAL	P 50.00	5 mins. (min) 1 day and 20 mins. (max)	
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INFORMATION TECHNOLOGY OFFICE

Room 108, G/F Main Building, City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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