

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Policy formulation and implementation
2. Project Area: NAMRIA
3. Project Purpose: Policies and operational schemes are formulated and approved
4. Project Description :

The Project aims to consolidate the mapping policy and operational schemes by establishing the National Common Spatial Database (NCSD), revising the National Spatial Data Infrastructure (NSDI) Framework Plan and updating of the Philippine Information Systems Plan (ISP). The NCSD and NSDI will be integrated in the Information and Communication Technologies (ICT) Master Plan of the Department of Environment and Natural Resources (DENR). The activities will be led mainly by the Information Mapping Department (IMD) with the support of the Mapping Department (MD), the Remote Sensing and Resource Data Analysis Department (RSDAD), the Coast and Geodetic Surveys Department (CGSD), the Plans and Operations Division (POD) and the Development Studies and Standards Office (DSSO) during the period 2007-2010. The estimated cost of activities will be P2.24 B which will mainly include satellite image acquisition, orthoimage mapping, graphics databasing, establishment of NAMRIA GIS Data Center, conduct of consultation workshops, maintenance, organizational and operational expenses (MOOE) and other supplies.

5. Methodology and Procedure

Activity	Time Frame
1. Establishment of a national common spatial data base comprising an updated and digitized set of base data or topographic maps at accuracy levels of 1:50,000 and 1:10,000	1:50,000 mapping (3 years) 1:10,000 mapping (5 years) Note: digital data preparation is on-going
2. Review and revision of the draft-NSDI Framework Plan that includes: (a) Executive Order to be signed by the President that will encompass the regulatory functions of NAMRIA (i.e. clearing house for maps) (b) Implementing Rules and Regulations (IRR)	July-December 2006 (Being implemented on a limited scale due to funding constraint) Note: • Implementation is targeted in 2007-2010
<u>Scope of the NSDI Framework Plan</u> <ul style="list-style-type: none"> • Phil Reference System (PRS92) for the ground control point • Seamless database (DB) for the quality assessment of digital conversion of topo maps • National Common Spatial Database (NCSD) 	<u>In-Charge</u> <ul style="list-style-type: none"> - Coast and Geodetic Surveys Dept - Plans & Operations Division (POD) for policy development - Mapping Department for implementation - Information Management Department

Activity	Time Frame
<ul style="list-style-type: none"> Land cover for updating of land use Electronic navigational Chart 	<ul style="list-style-type: none"> - Remote Sensing and Resource Data Analysis Department - Coast & Geodetic Surveys Dept
3. Data gathering, write-up and approval of the Philippine Information Systems Plan (ISP)	July-December 2006
4. Participation in the formulation of the DENR ICT Master Plan	July-December 2006 Note: Implementation is targeted in 2007-2010

6. Responsible Divisions /Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	<u>Mapping Department</u> <ul style="list-style-type: none"> Data acquisition Data conversion Data processing Data packaging 	a) IMD <ul style="list-style-type: none"> Data structure and design Conducts IEC for funding support Provides administrative support b) RSRDAD <ul style="list-style-type: none"> Land classification mapping c) CGSD <ul style="list-style-type: none"> Provides ground control network d) DSSO <ul style="list-style-type: none"> Reviews standards
2	Information Management Department <ul style="list-style-type: none"> Planning Leading Organizing Controlling Conducts (Information and Education Campaign (IEC) for NAMRIA and other agencies Acts as Secretariat to the Inter-Agency Task Force on Geographical Information (IATGI) 	Other Departments: provide needed inputs
3	Information Management Department <ul style="list-style-type: none"> Drafts and finalizes ISP incorporating the inputs of the different departments that will be involved in the implementation Presents ISP to management for approval 	Plans and Operations Division <ul style="list-style-type: none"> Provides needed inputs
4	Plans and Operations Division <ul style="list-style-type: none"> Submits NCSD and NSDI plans to DENR and ensures their inclusion to the DENR ICT Master Plan 	

7. Project Cost:

Major Cost Items Required:		Source of Finance
1	Satellite image acquisition, orthoimage mapping, graphics databasing, establishment of NAMRIA GIS Data Center	P 2.09 B
		JICA - piloting of 1/50:000 scale; possible expansion to other areas National Disaster Coordinating Council (NDCC) - GeoHazard Project NAMRIA
2	Consultation Workshops Data gathering; write up	P 4 M (based on Year 2000 figure: \$80,000 x P50)
		JICA - grant Note: Proposal being revised
3.	MOOE, supplies	P 1.1 M
4.	MOOE, supplies	
		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Preparation of manuals
2. Project Area: NAMRIA
3. Project Purpose: Standards are formulated and approved for implementation
4. Project Description:

The Project entails the compilation, documentation and review of existing standards for topographic maps at 1:50,000. It also involves the manualization of the standards on seamless database, data classification (layers), data definition map symbolization and classification. The Mapping Department will be mainly responsible for these activities with the support of the Development Studies and Standards Office (DSSO), the Plans and Operations Division (POD) and the Information Management Department (IMD). The project duration is from 2007-2008 with an estimated budget of P600,000 comprising of maintenance, organizational and operational expenses (MOOE) and workshop costs.

5. Methodology and Procedure:

Activity	Time Frame
1. Gathering of data and completion of documentation (written or in template forms)	2007
2. Distribution of documents and gathering of comments from other departments; conduct of consultation workshops (inter department) to include review of documents and preparation of outline of the manuals	2007
3. Preparation of the draft-manuals (with M & E component) on seamless data base, data classification (layers), data definition, map symbolization and classification (i.e. color, font style and size) Note: Manuals with ISO compliance	2007-2008
4. Organization of the Technical Working Group (TWG) to determine applicability of the standards to local situation and to conduct final review of the manuals; presentation to the management for approval	
5. Formation of the Quality Control and Assurance Team within NAMRIA to conduct monthly monitoring activities	
6. Posting to the website of the important features of the manuals	2008 (within 3 months after approval by the NAMRIA Administrator)

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Role/s	Support Department and Role/s
1.	Cartography Division, Mapping Department <ul style="list-style-type: none"> Prepares guide for data compilation Gathers existing standards (written or in template forms) 	Other Departments <ul style="list-style-type: none"> Provide information/documents
2.	Mapping Department <ul style="list-style-type: none"> Ensures the reproduction and distribution of materials Organizes, conducts and documents the series of consultation workshops 	Other Departments <ul style="list-style-type: none"> Provide needed inputs and participate in the workshops
3.	Mapping Department <ul style="list-style-type: none"> Finalizes manual format Gathers additional data (based on data gaps identified during workshops) Drafts manuals 	Development Studies and Standards Office (DSSO) <ul style="list-style-type: none"> Reviews and designs the manual Provides needed inputs Other Departments <ul style="list-style-type: none"> Provide needed inputs
4.	Mapping Department <ul style="list-style-type: none"> Facilitates organization of Technical Working Group (TWG) and the issuance of Special Order by the Administrator Convenes TWG and provides needed support Facilitates the approval of the manuals (with ISO compliance) by the Administrator 	Other Departments <ul style="list-style-type: none"> Provide needed inputs
5.	Plans and Operations Division <ul style="list-style-type: none"> Conducts monitoring activities Submits monitoring reports 	Mapping Department <ul style="list-style-type: none"> Submits monthly status report
6.	Information Management Department <ul style="list-style-type: none"> Prepares information materials 	

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE, supplies	P 50,000	To be requested from NAMRIA or external funding
2. Workshops, MOOE, supplies	P 450,000	To be requested from NAMRIA or external funding
3. MOOE, supplies, printing	P 100,000	To be requested from NAMRIA or external funding
4. MOOE		
5. MOOE		
6. MOOE		

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Participation to seminars or training programs within NAMRIA
2. Project Area: NAMRIA
3. Project Purpose: In-house training availed
4. Project Description:

The Project is envisioned to enhance the skills of the Mapping Department staff on map production, image processing, cartographic enhancement, digital photogrammetry, ground survey, topographic map production, GIS, GPS and RS in order to perform their tasks effectively and efficiently. The activities will be spearheaded by the Mapping Department with the support of the following: the Administrative Division (specifically the Personnel and Manpower Development Section), the Plans and Operations Division (POD) and the Finance Management Division (FMD). Target period of implementation is 2007-2008 with an estimated budget of _____ comprising of hardware and software purchases; maintenance, organizational and operational expenses (MOOE) and training costs.

5. Methodology and Procedure:

Activity	Time Frame
1. Identification of training needs and preparation of training proposal	2007
2. Review and approval of the proposal	2007
3. Purchase of softwares with instructional materials and training package	2007-2008
4. Actual conduct of training (both hands-on and formal) - map production, image processing, cartographic enhancement, digital photogrammetry, ground survey training, upgrading on topo production, GIS, GPS, RS	2007-2008
5. Assessment of the impact of the training activities	2009-onwards

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Role/s	Support Department and Role/s
1	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • prioritizes training needs • identifies training methodology • prepares training plan/program 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
2	Mapping Department (MD Director) <ul style="list-style-type: none"> • approves proposal 	Plans and Operations Division <ul style="list-style-type: none"> • prioritizes activity Finance Management Division <ul style="list-style-type: none"> • allocates funds

Item	Lead Department and Role/s	Support Department and Role/s
		Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> integrates the activity in the overall training program of NAMRIA for fund allocation
3	Mapping Department <ul style="list-style-type: none"> identifies types of software to be purchased prepares request for fund release purchases software 	Finance Management Division <ul style="list-style-type: none"> releases funds
4	Mapping Department <ul style="list-style-type: none"> organizes and conducts training prepares request for the release of training fund and other logistics makes final arrangements with the resource persons/facilitators and venue 	Finance Management Division <ul style="list-style-type: none"> releases funds Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> acts as Secretariat issues training certificates updates files of participants
5	Mapping Department <ul style="list-style-type: none"> prepares post-training evaluation tool undertakes post-training evaluation prepares report 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> assists in the conduct of the post-training evaluation

7. Project Cost:

Major Cost Items Required:	Source of Finance
1. MOOE	NAMRIA
2. MOOE	NAMRIA
3. MOOE, hardware, software	JICA NAMRIA
4. MOOE, other training expenses	JICA NAMRIA
5. MOOE	NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Participation to seminars or training programs abroad
2. Project Area: NAMRIA
3. Project Purpose: Foreign trainings availed
4. Project Description:

The Project entails the participation of the staff of NAMRIA in training programs abroad for the purpose of developing further their technical skills in all aspects of topographic map production. The Mapping Department will be responsible for carrying out the activities related to its implementation (i.e. training needs analysis; identification of training programs, facilitating the participation of its staff to the identified training courses; conduct of re-echo sessions) with the support of the Personnel & Manpower Development Section, Administrative Division. The project duration is from 2007-2008 with an estimated budget of _____ consisting of maintenance, organizational and operational expenses (MOOE) and travel costs.

5. Methodology and Procedure:

Activity	Time Frame
1. Identification of the types of training required by personnel	2007
2. Identification of appropriate training programs	2007
3. Conduct of assessment based on criteria to identify participants	2007
4. Endorsement by the Training Committee and issuance of Special Order	2007
5. Completion of needed requirements	2007-2008
6. Actual participation to training programs	2007-2008
7. Conduct of re-echo session (presentation/discussion or hands-on training)	2007-2008
8. Assessment of impact of training in relation to work performance	2009

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • conducts training needs analysis • identifies priority training programs 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
2	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • assesses training courses vis-à-vis training requirements 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
3	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • recommends participants • facilitates endorsement to Training Committee 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
4	Training Committee <ul style="list-style-type: none"> • approves list of training participants 	Administrative Division (Personnel & Manpower Development Section)

Item	Lead Department and Roles	Support Departments and Roles
	<ul style="list-style-type: none"> recommends issuance of Special Order for approval of Administrator 	Development Section) <ul style="list-style-type: none"> provides assistance
5	Participant/s <ul style="list-style-type: none"> secures needed documents 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> provides assistance
6	DFA, Concerned Embassy <ul style="list-style-type: none"> issues passport, visa 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> provides assistance
7	Participant/s <ul style="list-style-type: none"> shares knowledge/skills learned to other co-employees 	Administrative Division <ul style="list-style-type: none"> provides assistance
8	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> evaluates impact of training 	Mapping Department <ul style="list-style-type: none"> provides assistance

7. Project Cost

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE		NAMRIA
5. MOOE		NAMRIA
6. Travel costs		JICA
7. MOOE		NAMRIA
8. MOOE		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Implementation of Magna Carta on Science & Technology
2. Project Area: NAMRIA
3. Project Purpose: Incentive package developed and implemented
4. Project Description:

The Project aims to facilitate the granting of the incentive package to the NAMRIA personnel by availing of the provisions of the Magna Carta on Science and Technology. This would entail the completion of required documents by NAMRIA and the approval of the request by the Department of Science and Technology (DOST). The Administrative Division specifically the Personnel and the Manpower Development Section will be responsible to carry out these activities in 2007. The estimated budget of _____ will be mainly for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Preparation of the required documents (employee data sheets, certificate of availability of funds, report on the proceedings of the pre-evaluation and evaluation meetings)	2007
2. Endorsement of the documents to DOST	2007
3. Conduct of follow-ups to confirm status of request	2007
4. Holding of NAMRIA-wide and departmental meetings to disseminate information to the employees	2007
5. Preparation and approval of implementing guidelines	2007

6. Responsible Divisions/Departments in NAMRIA and roles

Item	Lead Department and Roles	Support Departments and Roles
1	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • invites resource person from DOST to provide guidance in the preparation of documents • ensures the updating of the employee data sheets • consolidates and collates all documents 	Other Departments - provide needed inputs
2	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • prepares request and facilitates signing of the Administrator • facilitates transmittal of documents to DOST 	
3	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • monitors the status of the request 	

Item	Lead Department and Roles	Support Departments and Roles
	<ul style="list-style-type: none"> provides feedback report to management and employees on status 	
4	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> organizes and conducts meetings 	
5	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> drafts and finalizes implementing guidelines facilitates approval 	

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE		NAMRIA
5. MOOE		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Improved recruitment procedures
2. Project Area: NAMRIA
3. Project Purpose: Efficient recruitment
4. Project Description:

The Project is envisioned to identify and hire qualified personnel who would be able to meet the requirements of the Mapping Department in sustaining the updating of topographic maps. The Mapping Department will be responsible in undertaking the activities related to the Project such as the conduct of information dissemination on available positions, screening of potential applicants, the implementation of an apprenticeship program and the conduct of staff performance evaluation. The Administrative Division (AD) and the Information Management Department (IMD) will provide the needed support. Project duration is from 2007-2008 with an estimated budget of _____ for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Advertisement of vacant positions in the national newspapers/post in the internet, websites of the Department of Environment and Natural Resources (DENR), the Civil Service Commission (CSC), etc.	2007-2008
2. Administration of technical and psychological examinations and conduct of interview	2007-2008
3. Participation of prospective nominees in the 3-month apprenticeship program	2007-2008
4. Assessment of work performance	2007-2008
5. Approval of appointment papers	2007-2008

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • facilitates placement of advertisement in the newspapers • coordinates with IMD for posting of advertisement to websites 	Information Management Department <ul style="list-style-type: none"> • posts ads to websites
2	Mapping Department <ul style="list-style-type: none"> • administers technical examinations • conducts interviews 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance • administers psychological examinations

Item	Lead Department and Roles	Support Departments and Roles
3	Mapping Department <ul style="list-style-type: none"> prepares guidelines for the apprenticeship program copy furnished AD recommends the contractual basis of recruitment for 3 months monitors the performance of the nominees 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> provides assistance
4	Mapping Department <ul style="list-style-type: none"> validates skills and capabilities of the nominees prepares findings and recommendations 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> provides assistance
5	Mapping Department <ul style="list-style-type: none"> facilitates signing of appointment papers by MD Director 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> provides assistance

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE		NAMRIA
5. MOOE		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Conduct of study to validate tasks vis-à-vis positions of personnel
2. Project Area: NAMRIA
3. Project Purpose: Proper designation of tasks
4. Project Description:

The Project aims at confirming the designated tasks or assignment of each personnel with his/her assigned position to minimize, if not totally eliminate, the incidence of over-utilization or under-utilization of personnel within the Mapping Department. The Administrative Division will assist the Mapping Department in completing the activities in 2007 at an estimated cost of _____ for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Conduct of inventory to come up with a list of personnel, qualifications, positions and tasks within the Mapping Department	2007
2. Evaluation of present tasks vis-à-vis position of each personnel	2007
3. Conduct of validation by comparing the results of the assessment vis-à-vis individual Performance Appraisal System (PAS)	2007
4. Implementation of the recommendations within the Department	2007

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Administrative Division (Personnel & Manpower Development Section or PMDS) <ul style="list-style-type: none"> • collates information 	Mapping Department <ul style="list-style-type: none"> • provides assistance
2	Mapping Department <ul style="list-style-type: none"> • analyzes results of inventory • conducts evaluation 	Administrative Division (PMDS) <ul style="list-style-type: none"> • provides assistance
3	Mapping Department <ul style="list-style-type: none"> • prepares report and recommendations 	Administrative Division (PMDS) <ul style="list-style-type: none"> • provides assistance
4	Mapping Department <ul style="list-style-type: none"> • facilitates approval by MD Director • provides copies to Administrative Division and Plans and Operations Division 	

7. Project Cost

Major Cost Items Required:	Source of Finance
1. MOOE	NAMRIA
2. MOOE	NAMRIA
3. MOOE	NAMRIA
4. MOOE	NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Implementation of a well-defined departmental staffing pattern
2. Project Area: NAMRIA
3. Project Purpose: Competency-based staffing pattern developed and implemented
4. Project Description:

The project entails the development of a staffing pattern that will be responsive to the present and possibly, as well as to the future needs of the Mapping Department. The said Department will be mainly responsible for the activities to be undertaken; supported by the Administrative Division, the Plans and Operations Division and the Finance Management Division. These activities will be completed in 2007 at an estimated cost of _____ comprising of maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Review of departmental functions and programs vis-à-vis manpower requirements to define competency requirements	2007
2. Assessment of existing staffing pattern	2007
3. Preparation and submission of proposal	2007
4. Approval of the proposal	2007
5. Implementation	Starting 2007

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Mapping Department <ul style="list-style-type: none"> • initiates the evaluation 	Administrative Division (Personnel & Manpower Development Division) <ul style="list-style-type: none"> • provides assistance
2	Administrative Division (Personnel & Manpower Development Division) <ul style="list-style-type: none"> • conducts inventory • collates data 	Mapping Department, Plans and Operations Division (POD) & Finance Management Division (FMD) <ul style="list-style-type: none"> • provides assistance
3	Mapping Department <ul style="list-style-type: none"> • actual write-up of proposal 	
4	Mapping Department <ul style="list-style-type: none"> • submit copies of proposal to Administrative Division, POD and FMD 	Administrative Division, POD and FMD <ul style="list-style-type: none"> • reviews proposal
5	Mapping Department <ul style="list-style-type: none"> • conducts regular monitoring • evaluates results 	Administrative Division (Personnel & Manpower Development Division) <ul style="list-style-type: none"> • provides assistance

7. Project Cost

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		
3. MOOE		
4. MOOE		
5. MOOE		

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Formulation and implementation of policy/guidelines
2. Project Area: NAMRIA
3. Project Purpose: Rationalized movement of people
4. Project Description:

The Project seeks to ensure that the movement of people within the Mapping Department will be based on a policy that will take into consideration the requirements of the position vis-à-vis the qualifications of the concerned personnel, among other factors. The Administrative Division will assume the lead role in its implementation with the Mapping Department providing the needed assistance. Implementation is targeted in 2007 with the project cost of _____ representing maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Gathering and analysis of data on the rational movement of concerned personnel	2007
2. Conduct of consultation sessions with concerned Division Chiefs and key personnel to formulate draft-policy on movement of people	2007
3. Implementation of the draft policy on a pilot basis	2007
4. Assessment of the results	2007
5. Revision of policy and approval	2007
6. Full implementation	Starting 2007

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Department and Roles
1	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • forms group to conduct study • collects and collates information 	Mapping Department (MP) <ul style="list-style-type: none"> • provides needed assistance
2	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • facilitates conduct of orientation sessions • documents and drafts policy/guidelines • validates policy/guidelines with MP prior to conduct of trial run 	Mapping Department <ul style="list-style-type: none"> • provides needed assistance
3	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • reviews qualification standards vis-à-vis qualifications of personnel • conducts consultation meeting with the personnel 	Mapping Department <ul style="list-style-type: none"> • provides needed assistance

Item	Lead Department and Roles	Support Department and Roles
	<ul style="list-style-type: none"> facilitates issuance of Special Order to effect movement 	
4	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> conducts evaluation of the trial run identifies areas for revision 	Mapping Department <ul style="list-style-type: none"> provides needed assistance
5	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> finalizes policy facilitates approval by Administrator 	Mapping Department <ul style="list-style-type: none"> provides needed assistance
6	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> monitors implementation evaluates results 	Mapping Department <ul style="list-style-type: none"> provides needed assistance

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE		NAMRIA
5. MOOE		NAMRIA
6. MOOE		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Updating of the Manual of Operations
2. Project Area: NAMRIA
3. Project Purpose: Comprehensive HR Development Program Formulated, Implemented and Monitored
4. Project Description:

The Project aims to come up with a comprehensive HR development program that will be responsive to the needs of NAMRIA personnel. The Administrative Division, through its Personnel & Manpower Development Section, will take the lead role with the support of the Plans and Operations Division and the Finance Management Division. The Project will be implemented in 2007 at a cost of _____ for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Compilation and documentation of existing HR development program	2007
2. Assessment of its relevance to existing situation	2007
3. System process documentation	2007
4. Revision of the Manual of Operations	2007
5. Review, finalization and approval	2007
6. Dissemination through conduct of meetings	2007
7. Undertaking of HR development activities	2007-2008
8. Regular conduct of program review	2007-2008

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • collects and collates data 	
2	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • determines data gaps • documents assessment results 	
3	Information Management Department <ul style="list-style-type: none"> • develops software 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
4	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • forms a team to undertake the actual revision • organizes consultation meetings • facilitates the discussion 	Plans and Operations Division <ul style="list-style-type: none"> • assists in the formulation of policies Finance Management Division <ul style="list-style-type: none"> • provides needed funds

Item	Lead Department and Roles	Support Departments and Roles
	<ul style="list-style-type: none"> documents the proceedings 	
5	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> integrates comments and suggestions finalizes the Operations Manual presents to Administrator for approval 	
6	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> organizes meetings facilitates the discussion documents the proceedings 	Other Divisions/Departments <ul style="list-style-type: none"> provide needed assistance
7	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> ensures the implementation 	
8	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> conducts regular assessment 	

7. Project Cost:

Major Cost Items Required:	Source of Finance
1. MOOE	NAMRIA
2. MOOE	NAMRIA
3. MOOE	NAMRIA
4. MOOE	NAMRIA
5. MOOE	NAMRIA
6. MOOE	NAMRIA
7. MOOE	NAMRIA
8. MOOE	NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: HR staff designated
2. Project Area: NAMRIA
3. Project Purpose: Availability of HR staff to formulate and implement HR activities and programs
4. Project Description:

The Project aims to ensure the formulation and implementation of HR activities and programs; thus providing continuing staff development initiatives for the NAMRIA personnel. The approval of the CSW proposal and Special Order for the designation of an HR staff is to be completed in 2007 under the sole responsibility of the Administrative Division. The cost is estimated to be at _____ mainly for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Conduct of assessment to define the need for formulation and implementation of HR activities	2007
2. Identification of personnel and other resource requirements	
3. Define duties, responsibilities and performance targets	
4. Preparation and submission of CSW proposal with justifications and Special Order	
5. Review proposal by staff support divisions	
6. Integration of comments and suggestions, presentation to management for approval	
7. Implementation	Starting 2007

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Department and Roles
1	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> • defines needs based on assessment • prepares assessment report 	
2	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> • collects and collates data 	
3	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> • prepares position description, functions, responsibilities and sets performance targets 	
4	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> • actual write-up and preparation of Special Order 	

Item	Lead Department and Roles	Support Department and Roles
5	Staff support divisions <ul style="list-style-type: none"> provides comments and suggestions 	
6	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> finalizes proposal presents to management for approval 	
7	Administrative Division (Personnel and Manpower Development Section) <ul style="list-style-type: none"> provides orientation and hands-on training to the designated HR personnel conducts periodic assessment 	

7, Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		
3. MOOE		
4. MOOE		
5. MOOE		
6. MOOE		
7. MOOE		

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Improvement of HR information system
2. Project Area: NAMRIA
3. Project Purpose: Human resource (HR) information system enhanced
4. Project Description:

The Project aims to systematize the storage, retrieval and updating of information pertaining to the personnel of NAMRIA. It will involve the designing and installation of software and acquisition of the needed hardware to consolidate, maintain and update such data. The Information Management Department (IMD) will assume the lead role in undertaking these activities with the Administrative Division providing the needed support. The Project will be implemented in 2007 with an estimated cost of _____ for the acquisition of hardware and software network peripherals and for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Identification of systems requirements	2007
2. Development of prototype including personnel system procedures	2007
3. Program development systems testing and revision	2007
4. Acquisition of hardware, software-network peripherals	2007
5. Systems installation and user training	2007
6. Systems acceptance and turn-over	2007
7. Systems maintenance	Starting 2007

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • defines needed information 	Information Management Department (IMD) <ul style="list-style-type: none"> • provides assistance
2	IMD <ul style="list-style-type: none"> • designs prototype considering the data required 	
3	IMD <ul style="list-style-type: none"> • develops software 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
4	IMD <ul style="list-style-type: none"> • identifies materials to be procured and specifications 	Administrative Division <ul style="list-style-type: none"> • facilitates purchase Finance Management Division <ul style="list-style-type: none"> • provides needed funds

Item	Lead Department and Roles	Support Departments and Roles
5	IMD <ul style="list-style-type: none"> • facilitates transfer of technology • provides guidance to assigned personnel 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
6	IMD <ul style="list-style-type: none"> • transfers systems to Administrative Division 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • documents turn-over
7	IMD <ul style="list-style-type: none"> • conducts periodic checks of the systems 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • ensures proper maintenance of the systems

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE, purchase of hardware and software peripherals		NAMRIA
5. MOOE		NAMRIA
6. MOOE		NAMRIA
7. MOOE		NAMRIA

List of Facility, Hardware and Software

Activity	Requirements/ Hardware/ Software	Volume & Price	Others	Volume & Price
Data Acquisition	PRIORITY 1			
	<input type="checkbox"/> Aerial photography*			
	<input type="checkbox"/> Optical satellite images*			
	<input type="checkbox"/> Radar images*			
	* outright purchase			
-Ground control survey	<input type="checkbox"/> Ground control points (GCP)			
	PRIORITY 2		PRIORITY 3	
	<ul style="list-style-type: none"> GPS (dual frequency with accessories & software) Accessories per unit: tripod, tribach, meter rod, battery cable (7 pin), battery, GPS antenna (geodetic), antenna cable	20 units (price not available)	<ul style="list-style-type: none"> hand held GPS desktop computer laptop 2-way radio portable printer laser printer survey vehicle digital camera anti-virus software 	15 units 5 units 5 units 15 units 5 units 2 units 5 units 5 units 1 unit
Data Processing	PRIORITY 2		PRIORITY 3	
- Photogrammetry	<ul style="list-style-type: none"> Digital Photogrammetric work station with the following modules: <ul style="list-style-type: none"> -feature extraction -model set up -DTM collection/editing -ATM -Orthophoto/image production 		<ul style="list-style-type: none"> Plotter, large format <ul style="list-style-type: none"> -54" width; media size -8 print cartridges -2400 x 1200 dpi (black/color) -256 MB RAM -40 GB HDD -thermal inkjet -10/100 LLAN card 	3 units @P800,000 = P2.4M
	<ul style="list-style-type: none"> AP scanner/software 		<ul style="list-style-type: none"> Scanner large format (Roll) <ul style="list-style-type: none"> -color & monochrome scanning -54" wide imaging area -quadruple 4-linear CCDs 	1 unit @ P1M

Activity	Requirements/ Hardware/ Software	Volume & Price	Others	Volume & Price
			-42 bit color capture -14 bit gray tone capture -9600 dpi	
- Image processing	<ul style="list-style-type: none"> Image processing -optical/radar processing -orthowarp -3D feature extraction/manipulation 	1 unit @ P500,000	<ul style="list-style-type: none"> Ink Jet printer, colored -11" x 17" printing -2400 x 1200 dpi -4 print cartridges (CMYK) 	5 units @ P75,000 = P375,000
-Ground truthing/field editing survey			<ul style="list-style-type: none"> Laser jet printer, colored -19 PPM - 8 MB RAM 	5 units @ P40,000 = P200,000
-Data conversion-GIS ready			<ul style="list-style-type: none"> Work Station -Pentium 4 -4 GB RAM -160 GB HDD -DVD-RW -21" colored monitor -10/100/1000 MB LAN CARD -with OS, keyboard & mouse 	60 units @ P150,000 = P9M
-Data basing	<ul style="list-style-type: none"> Database server -RISC-based processor -2 GB RAM -160 GB HDD -17" colored monitor -OS, keyboard & mouse -External storage (300 GB HDD x 10) 	2 units @ P2.5M = P5.0 M	<ul style="list-style-type: none"> Laptop -Pentium 4 -1 GB RAM -100 GB HDD -12.1" TFT XGA -128 MB RAM -CD-RW/DVD-RW Combo -10/100/1000 MB LAN CARD -with OS, mouse 	16 units @ 120,000 = P1.8 M
	<ul style="list-style-type: none"> Relational Database Management System (RDBMS) -16 concurrent users -with spatial engine 	2 units @ P 2M = P 4M		
	<ul style="list-style-type: none"> Network infrastructure (fiber optics/wireless) 1) server CISC -dual processor XEON -3.2 GHZ or higher -2 GB RAM -300 GB H.D. (RAID) -DVD R/W drive 	2 units @ P0.9M = P1.8 M		

Activity	Requirements/ Hardware/ Software	Volume & Price	Others	Volume & Price
	2) switches (24 port); 100 Mbps to 1Gbps compatible	5 units @ P70,000 = P350,000		
	3) wireless modern/network card (wireless take-off point)	5 units @ P,5000 = P25,000		
	4) anti-virus software -web security/filtering -anti-Spam capability -60 licenses	P400,000		
	• Maintenance contact			
-Printing	• Image setters (large format) • Contact printer (film/plate making)			
Data Packaging	PRIORITY 2		PRIORITY 3	
	• Cartographic enhancement software -for working with GIS data -capable to customize attributes or data set -high-end graphics programs	10 units @ P60,000 = P600,000	• Packaging software -Office productivity	10 units @P20,000= P200,000
	• GIS software with spatial, 3D and web capability	5 units @ P5,000 = P250,000	-Desktop publishing system	10 units @ P50,000 = P500,000
Data Distribution			PRIORITY 3	
			• Web server -Pentium 4 -1 GB RAM -1 GO GB HDD -17" colored monitor -CD-RW/DVD-RW combo -Server OS, keyboard, mouse	1 unit @ P500,000

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2009

1. Project Name/Action Plan: Establishment of NAMRIA GIS Data Center ((NGDC)
2. Project Area: NAMRIA
3. Project Purpose: Sufficient appropriate equipment and sources of data made available and maintained regularly
4. Project Description:

The NGDC is envisioned to house the major facilities, both hardware and software for the analysis and dissemination of the database. With its establishment, the current equipment of NAMRIA, both hardware and software will be upgraded. The updating of the proposal and its approval by the NAMRIA Board of Directors will be the main responsibility of the Information Management Department while the Mapping Department undertakes its implementation. The approval of the proposal is expected in 2007 with its implementation targeted to start in 2009. Estimated project cost is P115M for capital outlay (CO), maintenance, organizational and operational expenses (MOOE) and personal services.

5. Methodology and Procedure:

Activity	Time Frame
1. Updating of proposal	2006
2. Presentation of the proposal to NAMRIA Board of Directors for approval	2007
3. Endorsement of proposal by DENR to NEDA for outside funding and identification of funding sources	2007-2008
4. Implementation	2009

6. Responsible Divisions/Departments in NAMRIA and role:

Item	Lead Department and Roles	Support Departments and Roles
1	Information Management Department (IMD) <ul style="list-style-type: none"> • actual write-up of the proposal • prepares supporting documents 	Other Departments <ul style="list-style-type: none"> • provides needed inputs
2	IMD <ul style="list-style-type: none"> • presents proposal to management • facilitates endorsement of documents to DENR for transmittal to NEDA 	Development Studies and Standards Office (DSSO) <ul style="list-style-type: none"> • prepares the resolution for the Board of Governors
3	NEDA <ul style="list-style-type: none"> • reviews documents • includes the proposed program in the priority programs of the government 	

Item	Lead Department and Roles	Support Departments and Roles
4	Mapping Department <ul style="list-style-type: none"> • formulates guidelines for implementation • assigns personnel • oversees actual implementation 	Other Divisions/Departments <ul style="list-style-type: none"> • provides needed inputs

7. Project Cost

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. None		
4. Capital Outlay, MOOE, Personal Services	Est. P115 M	External fund, NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Operationalization of the 1:50,000 topobase mapping program
2. Project Area: NAMRIA
3. Project Purpose: 1:50,000 topobase mapping program formulated, approved and implemented
4. Project Description:

The Project will enable the Mapping Department to undertake its task of sustaining an updated and digitized set of base data or topographic maps at 1:50,000 covering the whole country. The Mapping Department will be responsible for the activities related to the Project with the Coast and Geodetic Surveys Department, the Development Studies and Standards Office, the Information Management Department, the Engineering Services Department and the Plans and Operations Division providing support. The Project will commence in 2007 requiring an estimated cost of _____ for capital outlay (CO), maintenance, organizational and operational expenses (MOOE) and personal services.

5. Methodology and Procedure:

Activity	Time Frame
1. Updating of 1:50,000 topobase mapping program	2007
2. Mapping program approved by the NAMRIA Board of Directors	2007
3. Mapping program endorsed by DENR to NEDA for outside funding	2008
4. Sustained implementation as planned	Starting 2009

6. Responsible Divisions/Departments in NAMRIA and role:

Item	Lead Department and Roles	Support Departments and Roles
1	JICA Study Team <ul style="list-style-type: none"> • Conducts assessment and evaluation • Develops program 	Mapping Department <ul style="list-style-type: none"> • assists in the assessment and evaluation • provides needed assistance in the development of mapping program
2	Mapping Department <ul style="list-style-type: none"> • presents mapping program to management 	Development Studies and Standards Office (DSSO) <ul style="list-style-type: none"> • prepares the resolution for the Board of Governors • assists in the packaging of the documents Plans and Operations Division <ul style="list-style-type: none"> • facilitates presentation to management
3	NEDA <ul style="list-style-type: none"> • reviews documents • includes the mapping program in the priority programs of the government 	

Item	Lead Department and Roles	Support Departments and Roles
4	Mapping Department <ul style="list-style-type: none"> oversees the implementation 	Coast and Geodetic Surveys Department <ul style="list-style-type: none"> conducts ground control survey determines reference points Information Management Department <ul style="list-style-type: none"> develops system for database provides staff support Engineering Services Department <ul style="list-style-type: none"> maintenance of the computers & equipment provides transportation services

7. Project Cost:

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. None		
4. Capital Outlay, MOOE, Personal Services		External fund, NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Implementation of modifications in the organizational structure of the Mapping Department
2. Project Area: NAMRIA
3. Project Purpose: Organizational structure more responsive to present and future requirements
4. Project Description:

The Project aims to enhance the capability of the Mapping Department to undertake its functions effectively and efficiently. The activities will be the sole responsibility of the Department and are envisioned to commence in 2007 with an estimated cost of _____ for the maintenance, organizational and operating expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Conduct of assessment to identify needed modifications in the Mapping Department	2007
2. Conduct of meetings to discuss proposed modifications	2007
3. Issuance of departmental order	2007
4. Implementation	2008-onwards

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • reviews the staffing pattern and the requirements of the department to carry out its tasks 	None
2	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • recommends modifications 	None
3	Mapping Department (Division Chiefs) <ul style="list-style-type: none"> • presents recommendations • facilitates issuance of departmental order • provides copies to POD and AD 	None
4	Mapping Department <ul style="list-style-type: none"> • assesses the results of the implementation 	None

7. Project Cost

Major Cost Items Required:	Source of Finance
1. MOOE	NAMRIA
2. MOOE	NAMRIA
3. MOOE	NAMRIA
4. MOOE	NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented: 2007

1. Project Name/Action Plan: Institutionalization of M&E system within the Department
2. Project Area: NAMRIA
3. Project Purpose: Monitoring and evaluation system within the department fully implemented
4. Project Description:

The Project entails the institutionalization of the M&E system within the Mapping Department to provide the required information for timely decision-making, to undertake corrective measures at the earliest possible time and to determine the extent of program implementation at any given period. Project duration is from 2007-2008 with the estimated cost of _____ for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Submission of reports based on prescribed format (monthly & quarterly)	2007-2008
2. Conduct of progress meetings to review and to analyze reports	2007-2008
3. Evaluation of program implementation vis-à-vis financial and work plan to identify gaps, problems and lessons learned	2007-2008
4. Prioritization of program implementation	2007-2008
5. Assessment of accomplishments as against targets by conducting year-end evaluation of program implementation	2007-2008

6. Responsible Divisions/Departments in NAMRIA and role

Item	Lead Department and Roles	Support Departments and Roles
1	Mapping Department (Section Chiefs) - provides status of program implementation	None
2	Mapping Department (Assistant Department Director/Division Chiefs) - assess progress of implementation - identify remedial measures	None
3	Mapping Department (Assistant Department Director) -prepares departmental report -submits findings and recommendations to the Department Director	None
4	Mapping Department (Department Director) -provides direction on prioritization of programs for implementation -uses report as basis for re-planning and re-programming and for fund allocation -endorses report to POD	None
5	Plans and Operations Division -consolidates report -submits findings and recommendations	Other Departments -submits report and data requirements

7. Project Cost

Major Cost Items Required:		Source of Finance
1. MOOE		NAMRIA
2. MOOE		NAMRIA
3. MOOE		NAMRIA
4. MOOE		NAMRIA
5. MOOE		NAMRIA

PCM (Part II) Report

Priority Level: A B C
 Target Year to be Implemented 2007

1. Project Name/Action Plan: Designation of a staff on policy development and research
2. Project Area: NAMRIA
3. Project Purpose: Staff on policy development and research assigned
4. Project Description:

The Project aims to enable the Mapping Department continuously recommend/adopt/revise policies that would make its programs more responsive to the changing environment. To be undertaken mainly by the Mapping Department, the Project will be implemented in 2007-2008 and would require an estimated cost of _____ for maintenance, organizational and operational expenses (MOOE).

5. Methodology and Procedure:

Activity	Time Frame
1. Define the need for policy development and research	2007
2. Identify personnel and other resource requirements	
3. Define duties, responsibilities and performance targets	
4. Submit CSW proposal with justifications and Special Order	
5. Staff support divisions actions/recommendations	
6. Approval of proposal and special order	
7. Implementation	2007-2008

6. Responsible Divisions/Departments in NAMRIA and roles:

Item	Lead Department and Roles	Support Departments and Roles
1	Mapping Department <ul style="list-style-type: none"> • defines the needs based on assessment • prepares assessment report 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
2	Mapping Department <ul style="list-style-type: none"> • collects and collates data 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance
3	Mapping Department <ul style="list-style-type: none"> • prepares position description, functions, responsibilities & sets performance targets 	
4	Mapping Department <ul style="list-style-type: none"> • actual write up of proposal & preparation of Special Order 	
5	Staff support divisions <ul style="list-style-type: none"> • provides comments & suggestions 	
6	Mapping Department <ul style="list-style-type: none"> • finalizes proposal • presents to management for approval 	Administrative Division (Personnel & Manpower Development Section) <ul style="list-style-type: none"> • provides assistance

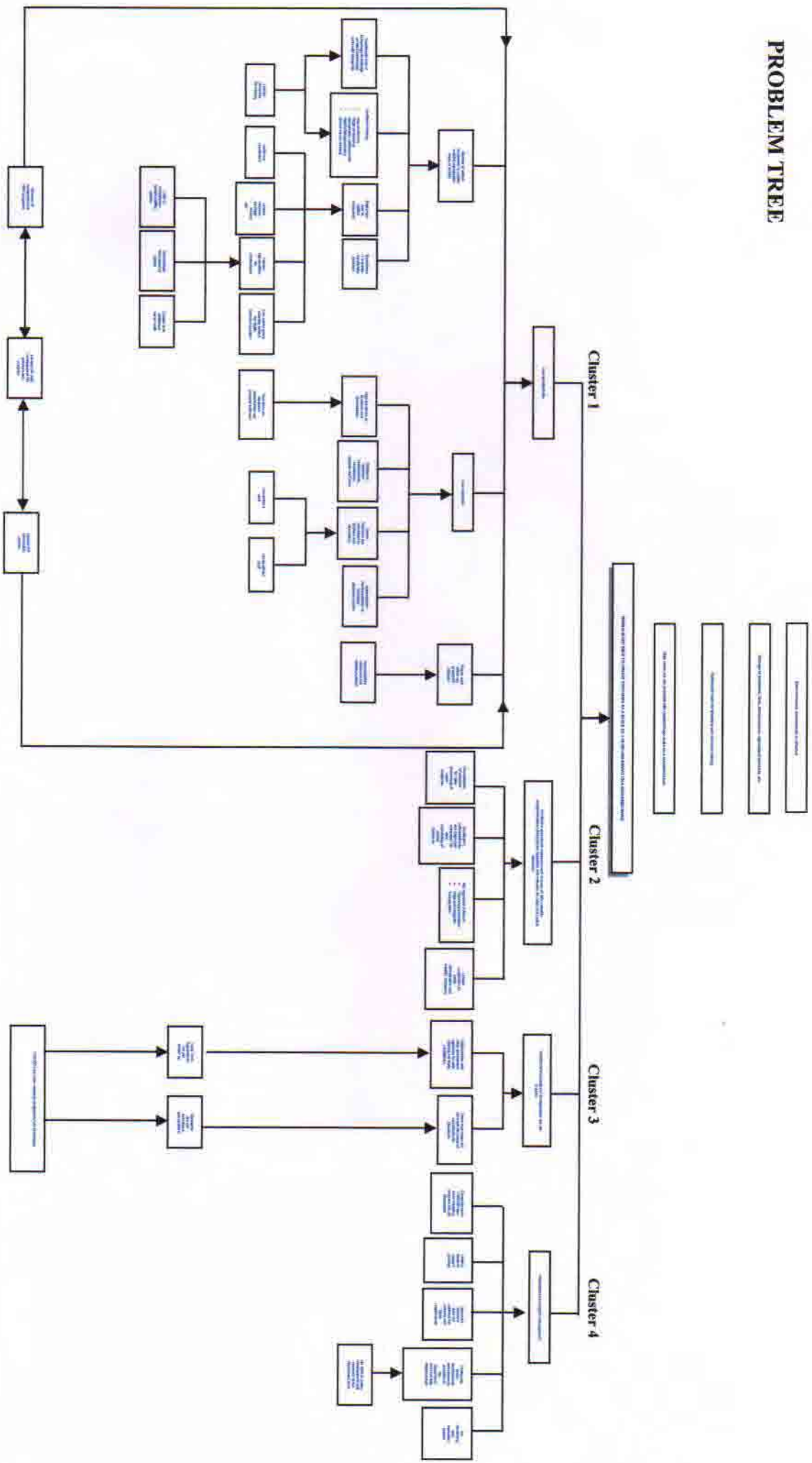
Item	Lead Department and Roles	Support Departments and Roles
7	Mapping Department <ul style="list-style-type: none"> • provides orientation and hands on training to designated personnel • conducts periodic assessment 	

7. Project Cost:

Major Cost Items Required:		Source of Finance
1-7 Personal Services*	-	NAMRIA
MOOE	250,000*	
CO	240,000*	

*Notes: The amount required would depend on the required manpower complement and salary grade
It is assumed that funding requirement is available at the implementation stage

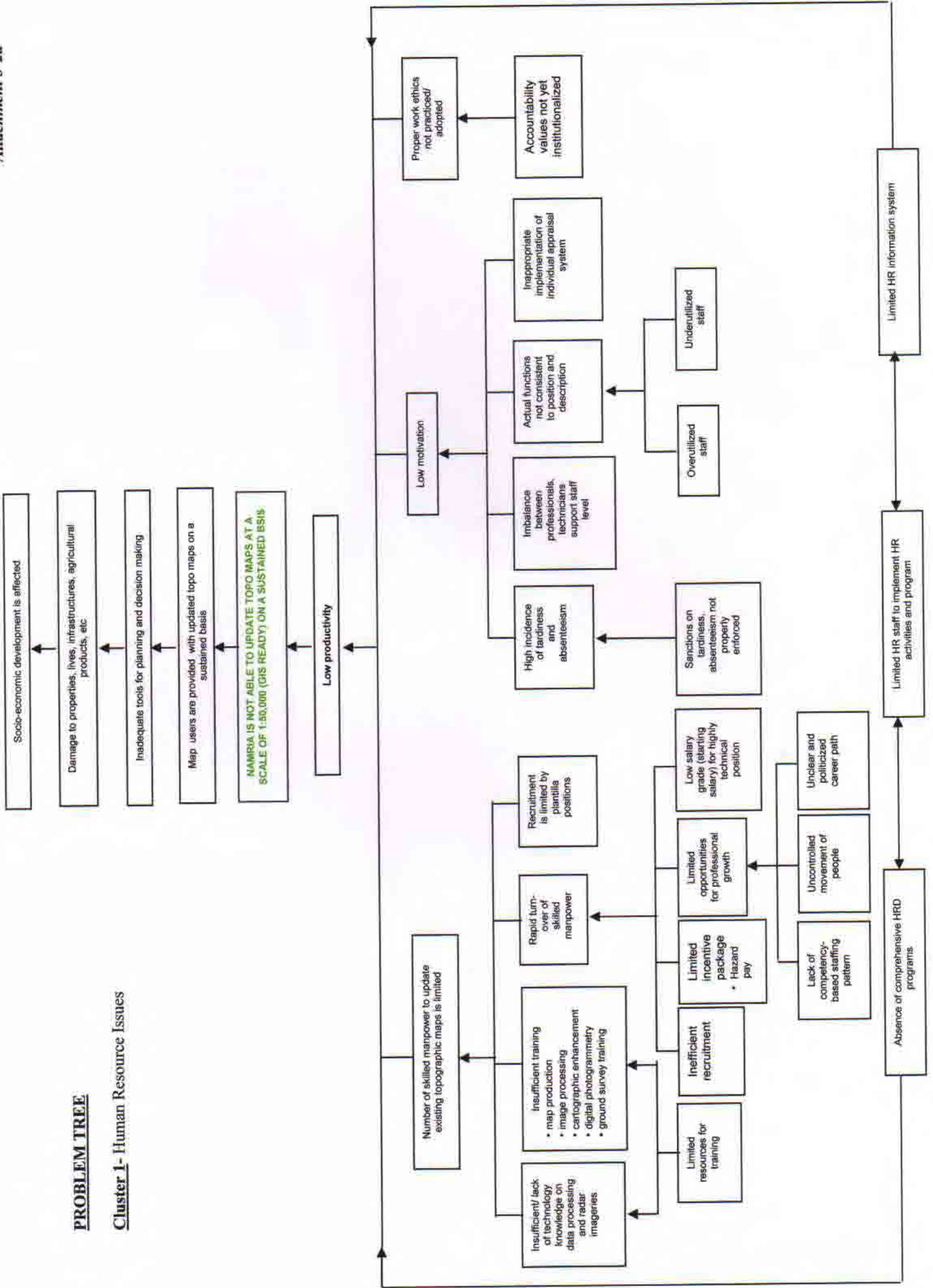
PROBLEM TREE



Cluster 1 – Human Resources Issues
 Cluster 2 – Facility, Machine and Software Issues
 Cluster 3 – Policy Related Issues
 Cluster 4 – Internal Program Management Issues

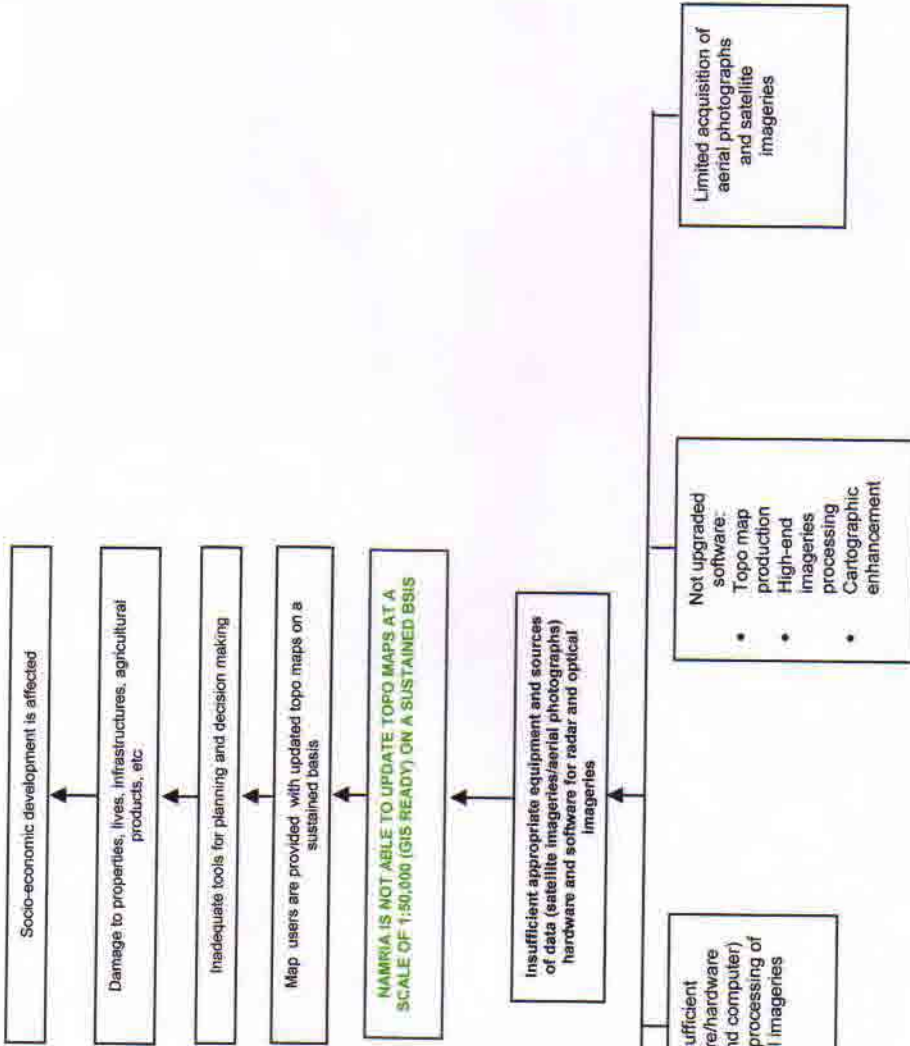
PROBLEM TREE

Cluster 1- Human Resource Issues



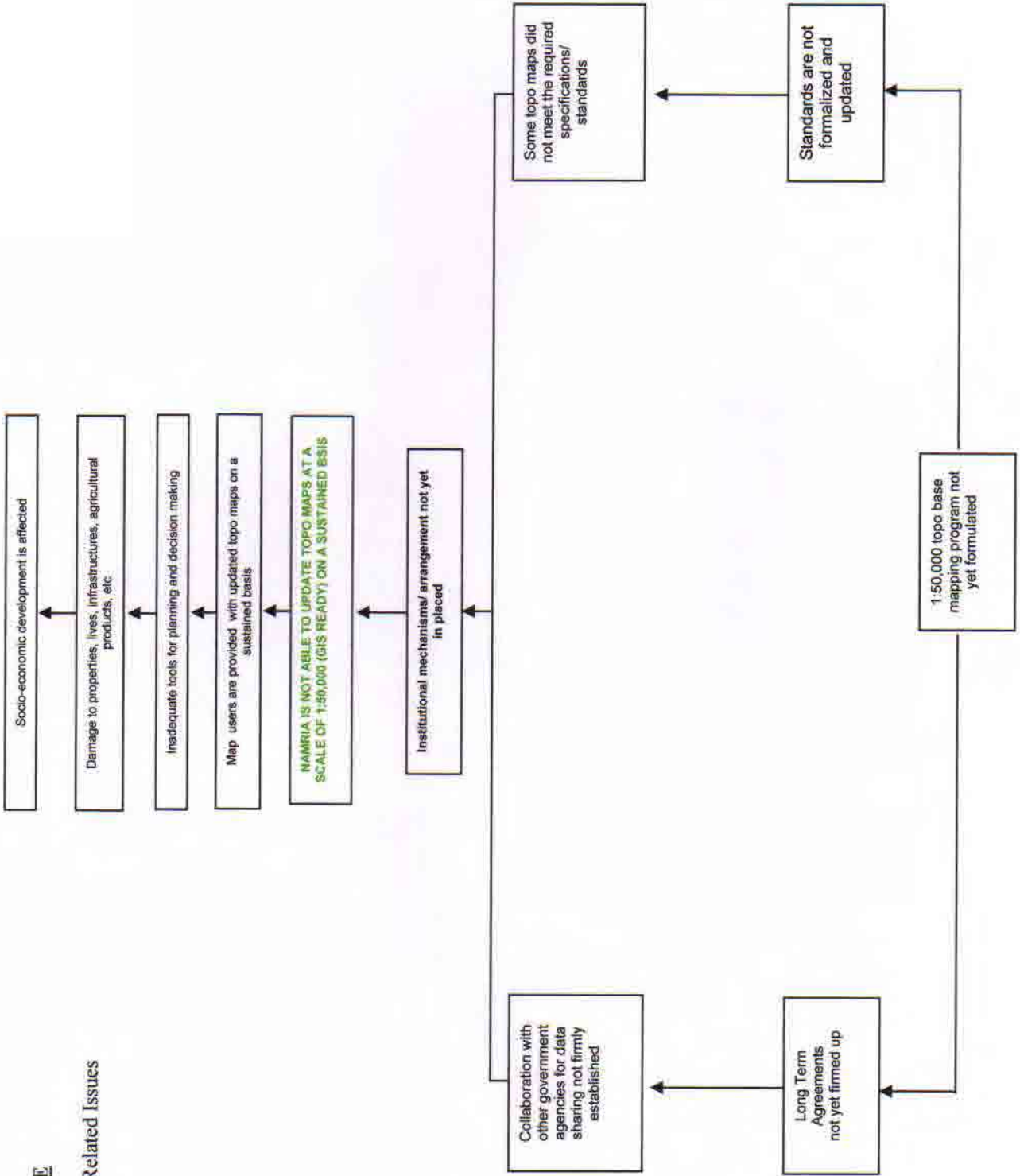
PROBLEM TREE

Cluster 2- Facility, Machine and Software Issues



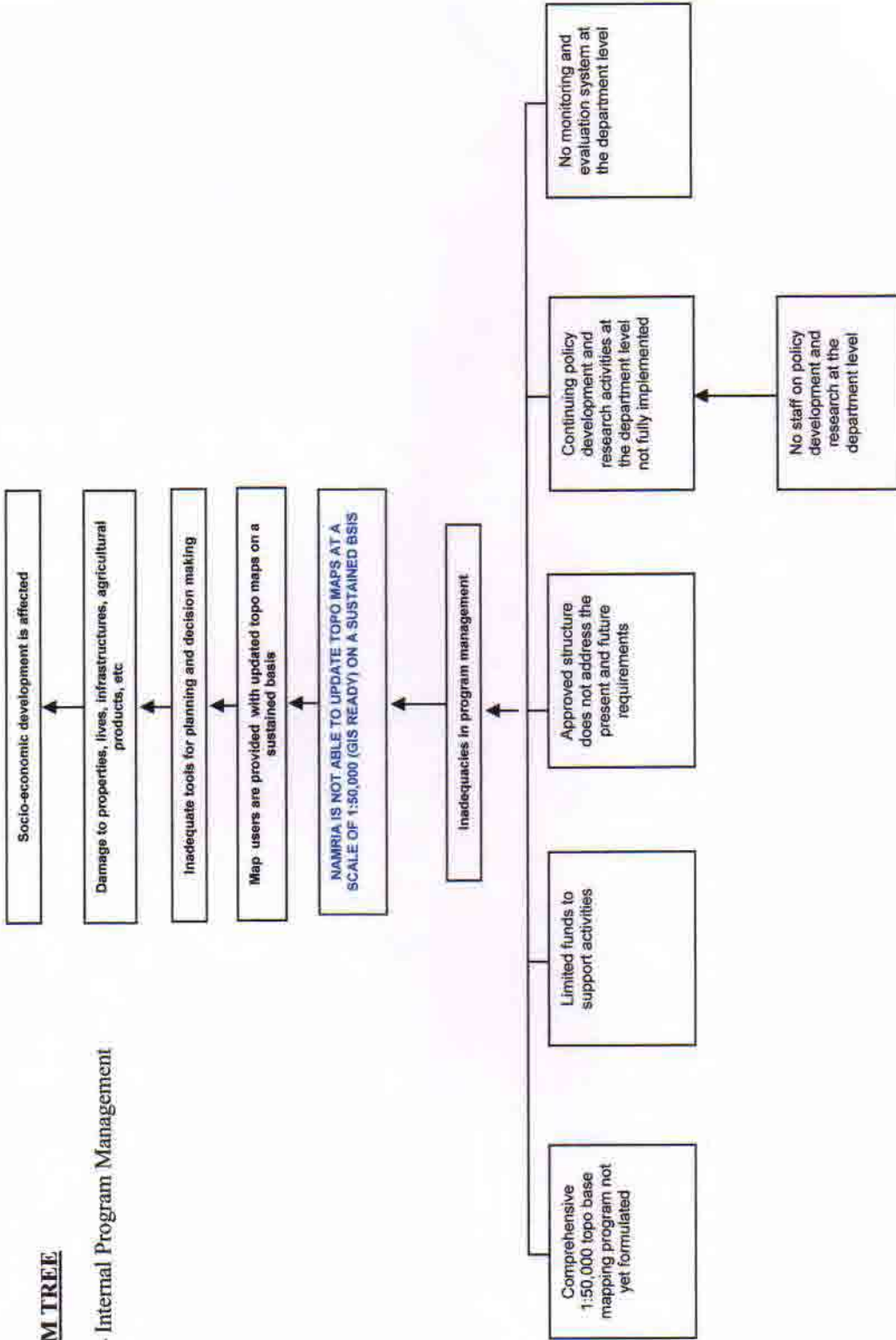
PROBLEM TREE

Cluster 3- Policy Related Issues

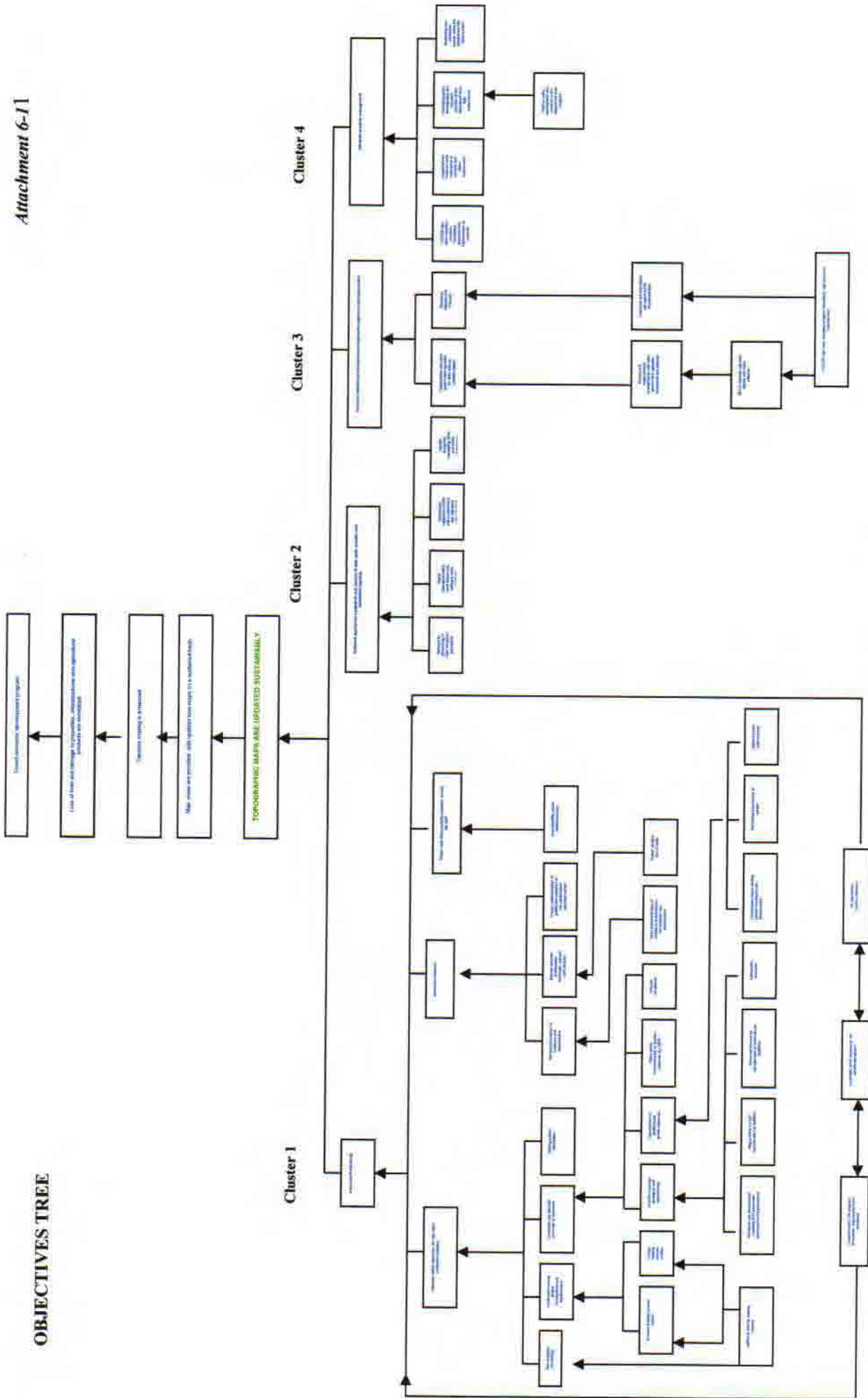


PROBLEM TREE

Cluster 4- Internal Program Management

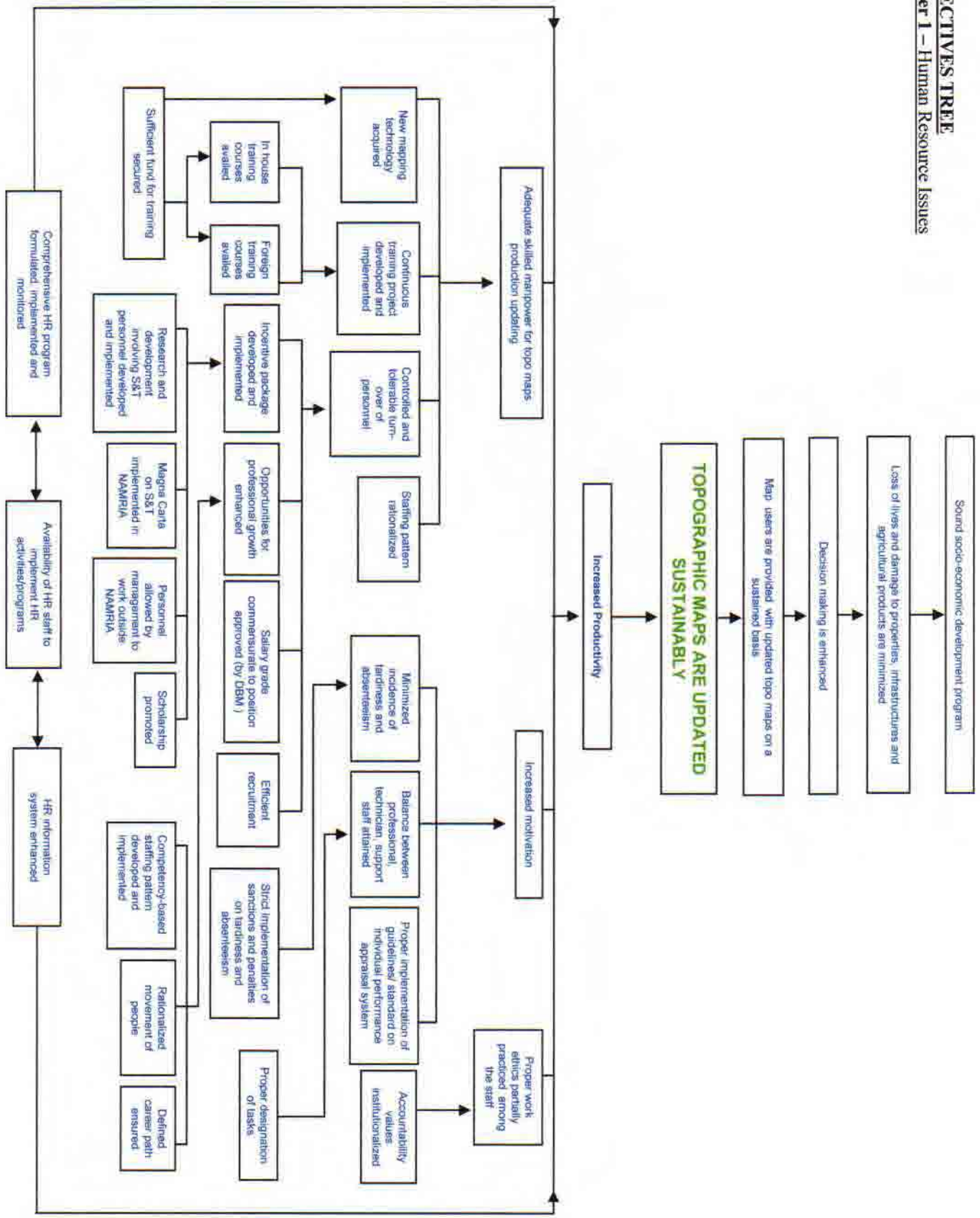


OBJECTIVES TREE

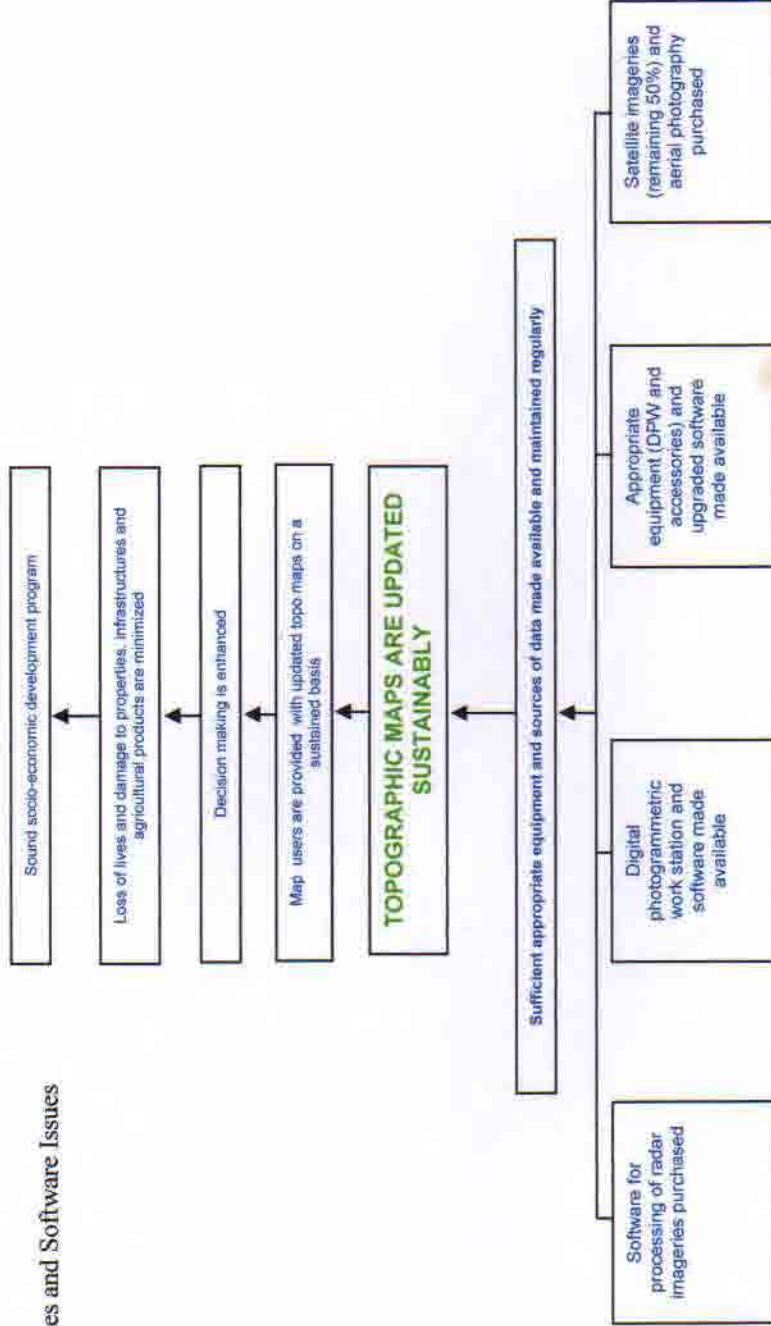


Cluster 1 - Human Resource Issues
 Cluster 2 - Facility, Machine and Software Issues
 Cluster 3 - Policy Related Issues
 Cluster 4 - Internal Program Management Issues

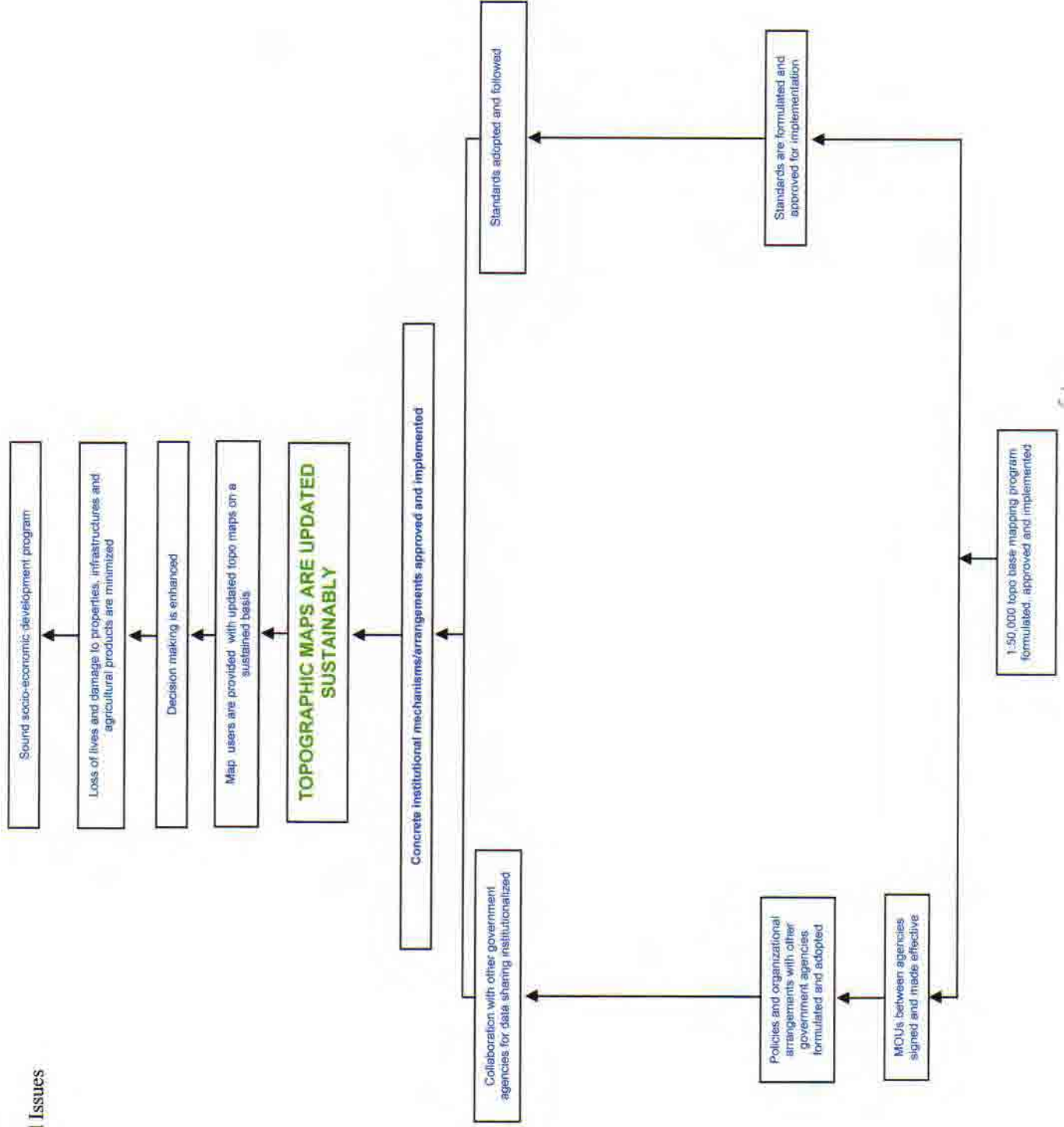
OBJECTIVES TREE
Cluster 1 – Human Resource Issues



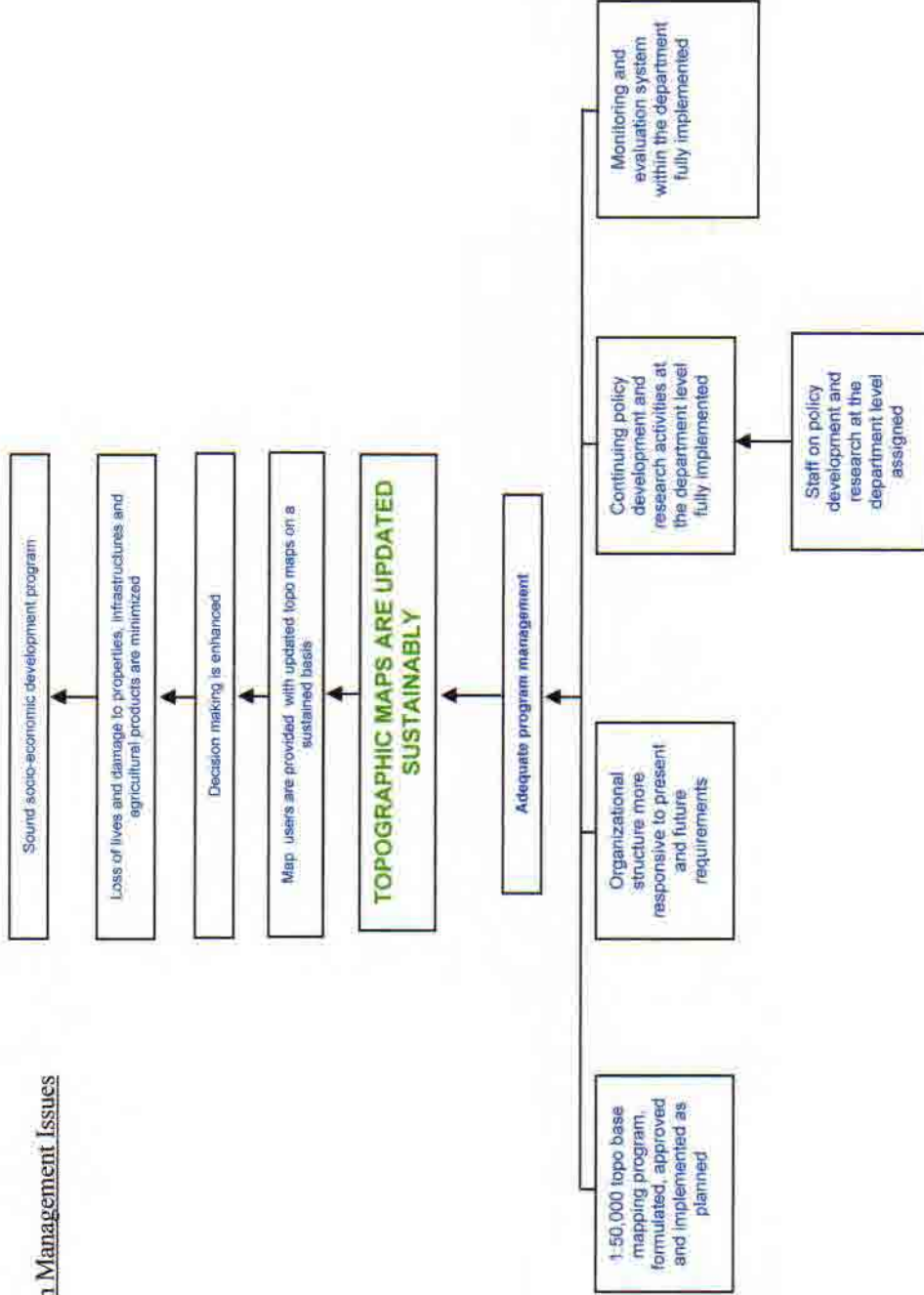
OBJECTIVES TREE
Cluster 2 – Facility, Machines and Software Issues



OBJECTIVES TREE
Cluster 3 – Policy Related Issues



OBJECTIVES TREE
Cluster 4 – Internal Program Management Issues



APPENDIX V QUALITY CONTROL TABLES

CHECK LIST OF Field Verification, Supplementary field Survey, Compilation
Drawing

Project Name		Volume		Period		Executing Organization		Checked by	
Sheet Name				From : To :		Engineer		Team Leader	
Marginal Design									
Work Item	Missing	Error	Remarks	Elevated Section, Bridge, Tunnel					
Sheet Name, Sheet No., Adjoining Sheet Name				Cutting, Embankment					
Sheet Size				Others					
Graphic and Contour Line Number									
Destination Annotation				Railways and Related Features					
Notation				Work Item	Missing	Error	Remarks		
Index to Adjoining Sheets				Crossing					
Sheet History				Elevated Section, Bridge Tunnel					
Control Point									
Work Item	Missing	Error	Remarks	Building and Related Features					
Triangulation Point				Work Item	Missing	Error	Remarks		
Bench Mark				Built-up Area					
Direct Leveling				Sturdy Building					
Spot Height				Building Symbol					
Annotation									
Work Item	Missing	Error	Remarks	Restricted Area					
Administrative District				Work Item	Missing	Error	Remarks		
Place Name				Historical Sites					
Road, Railway				Others					
Building, Landmark				River, Lake, Pond and the Like					
Specified Area				Work Item	Missing	Error	Remarks		
Roads and Related Features									
Work Item	Missing	Error	Remarks	Intermittent					
River, Lake Shore Line				Under Ground					
Mountain, Valley, Island				Shore Line					
Crossing				Direction of flow, Others					
Topography									
Work Item	Missing	Error	Remarks	Vegetation					
Contours				Work Item	Missing	Error	Remarks		
Distorted Surface Area				Vegetation Boundary					
Contour Value									
Relative Height									
Boundary									
Work Item	Missing	Error	Remarks						
Unidentified									
Shape, Position									
Matching									
Work Item	Missing	Error	Remarks						
Up Side									
Down Side									
Right Side									
Left Side									
Appearance									
Work Item	Error	Repair	Remarks						
Density									
Line Weights									
Scratch, Smear									
Remarks									

Digital plotting, Data compilation/Symbolization Quality control sheets

Checked Date :

Project Name	Sheet Name/No.	Mapping Scale	Volume	Executive Organization			Chief Engineer	Checked by	
		1/	Km ²	Item	Missing	Error	Item	Missing	Error
Geodetic points		Railway institutions			Water features			Marginal information	
Classification		Over bridge		Classification of symbol items			Water name		
Value		Platform		Position of symbol items			Place ground name		
Contour Lines		Administrative Boundaries			Form of line items				
Form		Classification		Traffic			Sheet Name/No.		
Value		Form		Classification			District name		
Roads		Public facilities			Position			Neat & Grid Line	
Classification		Classification		Vegetation			Coordinates Value, etc.		
Form		Position		Form of boundary			Scale Bar/Map symbol		
Road institutions		Buildings			Classification of symbol			Sheet index	
Embankment		Classification		Natural features			Sheet History		
Underpass		Form		Classification			Planning / Executing Org.		
Over bridge		Fences			Form			Others	
Distance marker		Form		Flow direction			Connection between adjacent sheets		
Bridge		Building symbols			Annotation				
Foot bridge		Classification		Administration name					
Road divider		Position		Road name					
Railways		Accessory objects			Road institution name				
Classification		Classification of symbols		Railway name					
Form		Position of symbols		Railway station name					
		Form of lines		Building name					

