SYSTEMS OPERATIONS AND INFRASTRUCTURE DIVISION

1. Provides Map Data Request

Office or Division:	Systems Operations and Infrastructure Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Email request		SOID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send map data request through email	1. Receive and acknowledge received emails 1.1 Assess and validates the requested data if readily available 1.2 Process the data request	None	2 Days	Information Technology Officer I, Information Systems Analyst II
2. Receive the requested map data	2. Send data request through email 2.1 Log data request as successfully done	None	5 Minutes	Information Technology Officer I, Information Systems Analyst II
	TOTAL:	None	2 Days and 5 Minutes	