

## METALLURGICAL LABORATORY SERVICES

### Conduct of Fire Assay

Schedule of Availability of Service : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
 Who May Avail of the Service : General Public  
 What Are the Requirements : Samples  
 Duration : 12 working days (maximum)  
 How to Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	<ul style="list-style-type: none"> <li>Proceeds to the Metallurgical Services Section (MSS) – METD and accomplishes/ submits Request for Analysis Form</li> </ul>	<ul style="list-style-type: none"> <li>Computes the fees/charges based on the parameters requested and prepares Assessment and Order of Payment Forms in two (2) copies;</li> <li>Reviews and signs Assessment Form, and initials Order of Payment Form;</li> <li>Reviews and signs Order of Payment Form;</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>20 minutes</li> <li>20 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MSS</li> <li>Chief, MSS</li> <li>Chief, METD; and Accountant, FMD</li> </ul>		
2	<ul style="list-style-type: none"> <li>Pays Analysis Fee/s</li> </ul>	<ul style="list-style-type: none"> <li>Accepts payment, issues OR and gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	<ul style="list-style-type: none"> <li>Submits Order of Payment duplicate to MSS</li> </ul>	<ul style="list-style-type: none"> <li>Conducts sample preparation;</li> <li>Conducts fire assay tests and submits results of analysis to the Chief, MSS;</li> <li>Evaluates results of analysis (in case of rectification, returns to Metallurgical Engineer);</li> <li>Prepares Report of Analysis;</li> <li>Initials Report of Analysis;</li> </ul>	<ul style="list-style-type: none"> <li>2 working days</li> <li>9 working days***</li> <li>1 hour</li> <li>1 hour</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/Aide, MSS</li> <li>Metallurgical Engineer, MSS</li> <li>Chief, MSS</li> <li>Administrative Staff, MSS</li> <li>Metallurgical Engineers, MSS</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis;</li> </ul>	<ul style="list-style-type: none"> <li>1 hour</li> </ul>	<ul style="list-style-type: none"> <li>Chief, MSS</li> </ul>		
5		<ul style="list-style-type: none"> <li>Reviews and approves Report of Analysis (in case of rectification, returns to MSS Chief);</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Chief, METD</li> </ul>		
6	<ul style="list-style-type: none"> <li>Presents ID (or in cases of authorized representative, presents proof of authorization) to MSS and acknowledges receipt of Report of Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Releases Report of Analysis and files duplicate copy.</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MSS</li> </ul>		
<b>END OF TRANSACTION</b>						

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Processing Time : Number of working days for assay is usually 2-4 days. However, the minimum number of samples to be analyzed at one time should be 10 samples.

NOTE: Client/s will always be informed on the time/date of release of Report of Analysis.



*[Signature]*  
**DANILO U. UYKIENG**  
 Officer-In-Charge  
 Office of the Director