

GEOLOGICAL LABORATORY SERVICES
Conduct of Petrographic/Mineragraphic Analysis

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 : 1 day and 5 ½ hours per sample
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"> Proceeds to the MLU-GLSS-LGSD and accomplishes/ submits Request Form for Petrographic/Mineragraphic Analysis 	<ul style="list-style-type: none"> Records name, address, source of the sample, contact number in a logbook; Computes the fees/charges based on the parameters requested and prepares Assessment and Order of Payment Forms in two (2) copies; Reviews and signs Assessment Form, and initials Order of Payment Form; Reviews and signs Order of Payment Form; 	<ul style="list-style-type: none"> 10 minutes 10 minutes 10 minutes 20 minutes 	<ul style="list-style-type: none"> Administrative Staff, MLU Geologist, MLU Chief, MLU Chief, LGSD; and Accountant, FMD 		
2	<ul style="list-style-type: none"> Pays Analysis Fee/s 	<ul style="list-style-type: none"> Accepts payment, issues OR and gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid; 	<ul style="list-style-type: none"> 15 minutes 	<ul style="list-style-type: none"> Cashier 		
3	<ul style="list-style-type: none"> Submits Order of Payment duplicate to MLU 	<ul style="list-style-type: none"> Conducts required sample preparation; Conducts petrographic/mineragraphic analysis and prepares Report of Analysis; Encodes Report of Analysis; Reviews/Signs Report of Analysis; Reviews/Signs Report of Analysis; Reviews/Initials Report of Analysis (in case of rectification, returns to PMLU); 	<ul style="list-style-type: none"> 3 hours per sample 1 day per sample 25 minutes 15 minutes 15 minutes 20 minutes 	<ul style="list-style-type: none"> Laboratory Technician/s, SPU Geologist, Petrography and Mineragraphy Laboratory Unit (PMLU) Administrative Staff, MLU Geologist Chief, PMLU Chief, GLSS 		
4		<ul style="list-style-type: none"> Signs Report of Analysis (in case of rectification, returns to Chief, GLSS); 	<ul style="list-style-type: none"> 5 minutes 	<ul style="list-style-type: none"> Chief, LGSD 		
5	<ul style="list-style-type: none"> Presents ID (or in cases of authorized representative, presents proof of authorization) to MLU and acknowledges receipt of Report of Analysis 	<ul style="list-style-type: none"> Releases Report of Analysis. 	<ul style="list-style-type: none"> 5 minutes 	<ul style="list-style-type: none"> Administrative Staff, MLU 		
END OF TRANSACTION						

*Form : Available FREE OF CHARGE

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

*** Processing Time : Depends on number of samples, procedures required and work load at SPU and Petrography and Mineragraphy Laboratory.

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



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Citizen Charter

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11/14/2016

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