GEOLOGICAL SERVICES

Request for Geological Investigation

Schedule of Availability of Service Who May Avail of the Service What Are the Requirements Duration

How to Avail of the Service

Monday - Friday; 8:00 A.M. - 5:00 P.M. without noon break

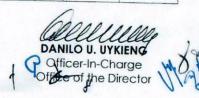
General Public

Letter of request addressed to the Director, Mines and Geosciences Bureau

21 days excluding period for laboratory analysis

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request for Geological Investigation (GI)	Receives Letter-Request and forwards to the OD; Transmits to LGSD; Transmits to General Geology Section (GGS); Transmits to Technical Staff;	1 day1 day5 minutes5 minutes	 Administrative Staff, Records Section, Administrative Division OD Chief, LGSD Chief, GGS 		
2	Meets with Geologist/ Technical Staff	 Geologist/Technical Staff discusses & arranges schedule for the conduct of GI; Prepares Order of Payment in two (2) copies; Reviews/initials Order of Payment; Reviews and Signs Order of Payment; 	2 hours 20 minutes 20 minutes 20 minutes	Geologists Administrative Staff, GGS Chief, GGS Chief, LGSD; and Accountant, FMD		
3	Pays the Fee/s	 Accepts payment, issues OR and gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid; 	• 15 minutes	Cashier		
4	Accompany/ies the Geologist/s to site/study area	Conducts GI;	1 week including travel time (dependent on size of coverage area)	Geologist/s		
5	Submit/s samples to MGB Laboratory (see Laboratory for Procedures)	 Assist client/s in the submission of samples; Conduct/s laboratory analyses; 	1 day Dependent on number of samples submitted and type of analysis required	Geologist/s MGB Laboratory		
6	CECHIACO	 Prepare/s Technical Report and draft Letter- Endorsement to client; Evaluates Technical Report and initials Letter- Endorsement (in case of rectification, returns to Geologist/s); 	2 weeks (after release of results of laboratory analyses) 2 days	Geologists Chief, GGS		





Endorsement (in case of rectification, returns to LGSD);		- Director
LGSD);		
LGSD); • Reviews Technical Report and signs Letter- Endorsement (in case of rectification, returns to	• 1 day	Director
GGS); • Reviews Technical Report and initials Letter-	• 1 day	Assistant Director
	 Reviews Technical Report and initials Letter- Endorsement (in case of rectification, returns to LGSD); Reviews Technical Report and signs Letter- Endorsement (in case of rectification, returns to 	Endorsement (in case of rectification, returns to GGS); Reviews Technical Report and initials Letter-Endorsement (in case of rectification, returns to LGSD); Reviews Technical Report and signs Letter-Endorsement (in case of rectification, returns to to the company of the co

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

