### GEOLOGICAL SERVICES


**Schedule of Availability of Service**
Monday – Friday, 8:00 A.M. – 5:00 P.M. without noon break

**General Public**

1. Letter of request addressed to the Director, Mines and Geosciences Bureau
2. Attachment to the letter: Engineering Geological and Geohazard Report (EGGAR)

**Duration**
10 days

**How to Avail of the Service**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submits Letter Request with three (3) copies of EGGAR</td>
<td>Receives Letter-Request with EGGAR and forwards to the Office of the Director (OD); Transmits to LGSD; Transmits to Geohazard and Engineering Geology Section (GhEGS); Transmits to Technical Staff; Prepares Order of Payment in two (2) copies; Reviews/initials Order of Payment; Reviews and Signs Order of Payment;</td>
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<tr>
<td>2</td>
<td>Pays the Fee/s</td>
<td>Accepts payment, issues OR and gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid.</td>
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<td>3</td>
<td>Submits Order of Payment duplicate to Technical/ Administrative Staff- GhEGS</td>
<td>Reviews EGGAR &amp; prepares Geological Review Report (GRR); Submits GRR with Letter-Endorsement to Environmental Management Bureau, (cc Applicant/Client) to Section Chief; Evaluates GRR and initials Letter-Endorsement (in case of rectification, returns to Geologist/Technical Staff);</td>
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<tr>
<td>4</td>
<td></td>
<td>Reviews GRR and initials Letter-Endorsement and transmits documents to OD (in case of rectification, returns to GhEGS); Reviews GRR and signs Letter-Endorsement and forwards to Record Section (in case of rectification, returns to LGSD);</td>
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<tr>
<td>5</td>
<td></td>
<td>Releases GRR with letter endorsement.</td>
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**Duration of Activity**

| 1 day, 1 day, 5 minutes, 5 minutes, 20 minutes, 20 minutes, 20 minutes |

**Person in Charge**

- Administrative Staff, Records Section, Administrative Division
- OD
- Chief, LGSD
- Chief, GhEGS
- Administrative Staff, GhEGS
- Chief, GhEGS
- Chief, LGSD; and Accountant, FMD

**Fees**

- Cashier
- Geologist/Technical Staff, GhEGS
- Geologist/Technical Staff, GhEGS
- Chief, GhEGS
- Chief, LGSD
- Director

**Form**

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