

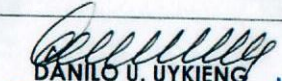
GEOLOGICAL SERVICES

Request for Review of Engineering Geological and Geohazard Assessment Report

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 : 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 :

| Step | Applicant/Client | Service Provider | Duration of Activity | Person In Charge | Fees* | Form |
|---------------------------|---|--|--|--|-------|------|
| 1 | <ul style="list-style-type: none"> Submits Letter Request with three (3) copies of EGGAR | <ul style="list-style-type: none"> 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; | <ul style="list-style-type: none"> 1 day 1 day 5 minutes 5 minutes 20 minutes 20 minutes 20 minutes | <ul style="list-style-type: none"> Administrative Staff, Records Section, Administrative Division OD Chief, LGSD Chief, GhEGS Administrative Staff, GhEGS Chief, GhEGS Chief, LGSD; and Accountant, FMD | | |
| 2 | <ul style="list-style-type: none"> Pays the 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 Technical/ Administrative Staff- GhEGS | <ul style="list-style-type: none"> Reviews EGGAR & 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); | <ul style="list-style-type: none"> 2 days 1 day 2 days | <ul style="list-style-type: none"> Geologist/Technical Staff, GhEGS Geologist/Technical Staff, GhEGS Chief, GhEGS | | |
| 4 | | <ul style="list-style-type: none"> 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); | <ul style="list-style-type: none"> 1 day 1 day | <ul style="list-style-type: none"> Chief, LGSD Director | | |
| 5 | <ul style="list-style-type: none"> Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GRR | <ul style="list-style-type: none"> Releases GRR with letter endorsement. | <ul style="list-style-type: none"> 5 minutes | <ul style="list-style-type: none"> Administrative Staff, Records Section, Administrative Division | | |
| END OF TRANSACTION | | | | | | |

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


DANILO U. UYKIENG
 Officer-In-Charge
 Office of the Director

02:48:04 PM
 111416-0019
 CITIZEN CHARTER
 17/14/2016

