

MINES AND GEOSCIENCES BUREAU LIBRARY SERVICES

✉ eco@mgb.gov.ph ☎ (632) -667-6700 Local 154



1

Researcher will request document thru email: eco@mgb.gov.ph or fill out the online request form.

2

Library staff will verify the requested document. If available, he will prepare Order of Payment (OP). The scanned copy of OP will be sent thru email of researcher after signing and recording.

3

Researcher will pay the fee/s stated in OP with bank charges.

4

The scanned copy of proof of payment will be thru email: cashier@mgb.gov.ph and eco@mgb.gov.ph

5

Cashier will prepare Official Receipt (OR). The scanned copy of OR will sent thru email of researcher.

6

Library staff will forward the document and OR to Records Section for release. If the requested document is digital, it will send thru email of researcher.





MINES AND GEOSCIENCES BUREAU

Marine Geological/Geophysical Services

✉ marine@mgb.gov.ph ☎ (632) -8928-8659



1

Request Letter for the Conduct of Marine Geological/Geophysical Services

2

The MGB will send a reply letter (with work plan and budgetary requirement)

3

Virtual meeting with the company to discuss details of field investigation (check quarantine status of target area) and contents of the Contract

4

- Drafting and Signing of Contract
- An order of payment will be issued to the client

5

Client will pay the indicated amount in the Order of Payment and provide proof of payment

6

- Field validation will be conducted after the payment is confirmed.
- Client will wait for report



MINES AND GEOSCIENCES BUREAU

Online Payment of Mine Waste and Tailings Fees (MWTF)

✉ minesafety@mgb.gov.ph ☎ (632) -8926-09-36



1

Submission of sworn Semi-Annual Report (SAR) and request for the issuance of Order of Payment (OP) by Contractor/Permit Holder

2

- Evaluation of SAR and computation of the amount of MWTF to be paid by Contractor/Permit Holder by MSESDD
- Preparation and approval of OP by MSESDD

3

Review and approval of OP by Financial Management Division (FMD) and sending of OP to the Contractor/Permit Holder thru email by MSESDD

4

Payment of MWTF and submission of proof of payment by Contractor/Permit Holder

5

Issuance of Official Receipt by MGB Cashier

6

Preparation of Letter by MSESDD for signature of the Director providing original OR to the Contractor/Permit Holder

MINES AND GEOSCIENCES BUREAU

Mineral Resource Validation

✉ geology@mgb.gov.ph

☎ (632) -8928-88-19



1

Request Letter for Mineral Resource Validation in connection to the DMPF

2

The MGB will send a reply letter

3

The company should contact LGSD to confirm the schedule of the field validation.

4

An order of payment will be issued to the mining company

5

Client will pay the indicated amount in the Order of Payment and provide proof of payment

6

The field validation will be conducted after the payment is confirmed.



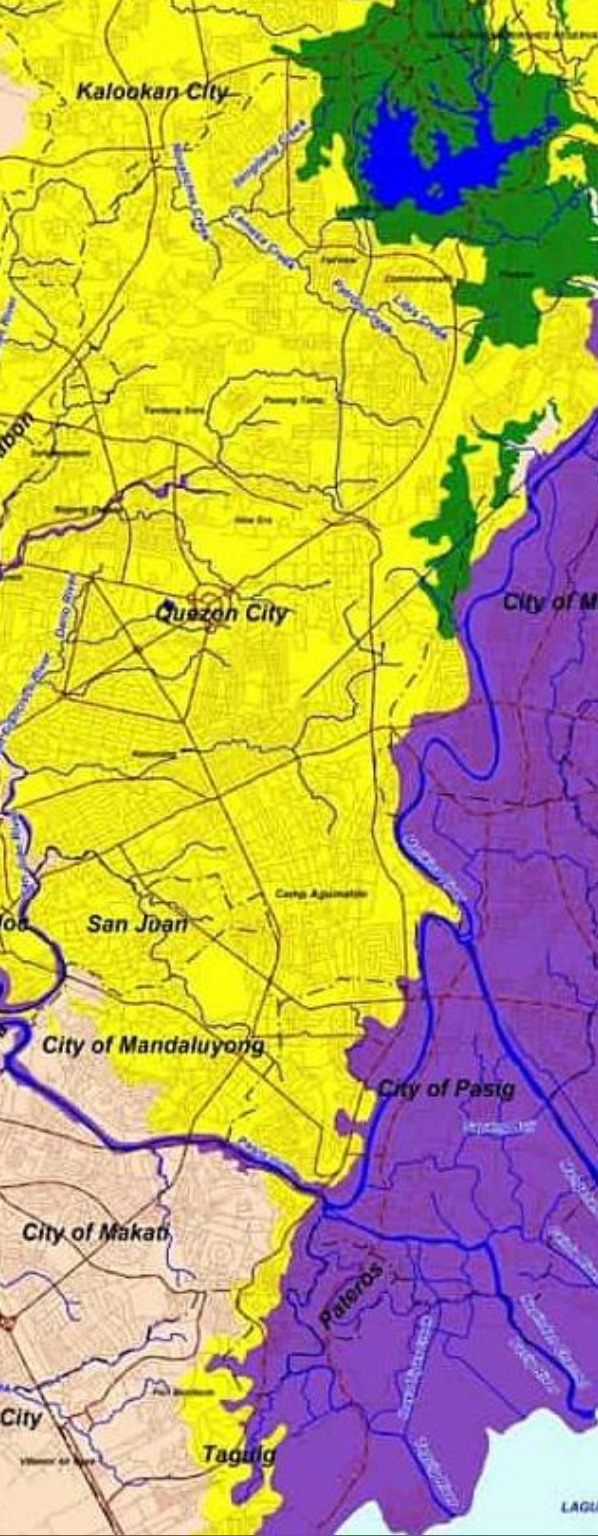
MINES AND GEOSCIENCES BUREAU

Geological Laboratory Services

✉ glss.lgsd.mgbco@gmail.com ☎ 8666-6700 local 164



- 1** Fill out online appointment form.
- 2** Go to virtual consultation and fill out Client Info Sheet
- 3** Pay due laboratory fees through online or on-site MGB Cashier
- 4** Submit Samples.
- 5** Wait for results (depends on type of analysis)



MINES AND GEOSCIENCES BUREAU

Sale of Geological Maps, Mineral Distribution Maps, Mineral Information Series, Geology of the Philippines and other thematic maps and reports



✉ geology@mgb.gov.ph

☎ (632) -8928-8819

1

Check availability of maps in the MGB Website corner "Available Geological and Mineral Distribution Map"

2

Fill-out Client Procurement Request

3

Procurement request will be verified and client will be issued with Order of Payment

4

Client will pay the indicated amount in the Order of Payment and provide proof of payment

5

Digital file of the procured item/s will be emailed to the client