

METALLURGICAL LABORATORY SERVICES

Conduct of Chemical 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 : Maximum of 3 working days (one simple analysis for one sample) / Maximum of 12 working days (multiple analyses for one or more sample/s)
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 Chemical Laboratory Services Section (CLSS) - Metallurgical Technology Division (METD) and accomplishes/submits Request for Analysis Form 	<ul style="list-style-type: none"> 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"> 15 minutes 20 minutes 10 minutes 10 minutes 	<ul style="list-style-type: none"> Administrative Staff, CLSS Chief, CLSS Chief, METD Accountant, Financial Management Division (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 CLSS 	<ul style="list-style-type: none"> Conducts sample preparation: <ul style="list-style-type: none"> Simple sample preparation; Complex sample preparation; Conducts chemical analysis and submits results of analysis to the Chief, CLSS: <ul style="list-style-type: none"> Simple analysis; Complex analysis; Evaluates results of analysis (in case of rectification, returns to Chemist); Prepares Report of Analysis; Initials Report of Analysis; 	<ul style="list-style-type: none"> 1 working day*** 2 working days*** 2 working days*** 9 working days*** 1 hour 1 hour 30 minutes 	<ul style="list-style-type: none"> Laboratory Technician/Aide, CLSS Science Research Specialists (Chemists), CLSS Chief, CLSS Administrative Staff, CLSS Science Research Specialists (Chemists), CLSS 		
4		<ul style="list-style-type: none"> Signs Report of Analysis; 	<ul style="list-style-type: none"> 1 hour 	<ul style="list-style-type: none"> Chief, CLSS 		
5		<ul style="list-style-type: none"> Reviews and approves Report of Analysis (in case of rectification, returns to CLSS Chief); 	<ul style="list-style-type: none"> 5 minutes 	<ul style="list-style-type: none"> Chief, METD 		
6	<ul style="list-style-type: none"> Presents ID (or in cases of authorized representative, presents proof of authorization) to CLSS and acknowledges receipt of Report of Analysis 	<ul style="list-style-type: none"> Releases Report of Analysis and files duplicate copy. 	<ul style="list-style-type: none"> 5 minutes 	<ul style="list-style-type: none"> Administrative Staff, CLSS 		

END OF TRANSACTION

*Form : Available FREE OF CHARGE

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

***Processing Time : Number of working days for sample preparation and chemical analysis will depend on the type of sample and number of parameters (i.e. elements/constituents) requested. Waiting time may also be incorporated due to the heavy influx of samples.

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

04:48:00 PM
11/14/2016



Department of Environment and Natural Resources
Mines and Geosciences Bureau
Office of the Director

DANILO U. UYKIENG

Officer-In-Charge
Office of the Director

[Handwritten signatures and initials]