

GEOLOGICAL SERVICES

Request for Geological Investigation

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 : Letter of request addressed to the Director, Mines and Geosciences Bureau
Duration : 21 days excluding period for laboratory analysis
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 for Geological Investigation (GI) 	<ul style="list-style-type: none"> Receives Letter-Request and forwards to the OD; Transmits to LGSD; Transmits to General Geology Section (GGS); Transmits to Technical Staff; 	<ul style="list-style-type: none"> 1 day 1 day 5 minutes 5 minutes 	<ul style="list-style-type: none"> Administrative Staff , Records Section, Administrative Division OD Chief, LGSD Chief, GGS 		
2	<ul style="list-style-type: none"> Meets with Geologist/ Technical Staff 	<ul style="list-style-type: none"> 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; 	<ul style="list-style-type: none"> 2 hours 20 minutes 20 minutes 20 minutes 	<ul style="list-style-type: none"> Geologists Administrative Staff, GGS Chief, GGS Chief, LGSD; and Accountant, FMD 		
3	<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 		
4	<ul style="list-style-type: none"> Accompany/ies the Geologist/s to site/study area 	<ul style="list-style-type: none"> Conducts GI; 	<ul style="list-style-type: none"> 1 week including travel time (dependent on size of coverage area) 	<ul style="list-style-type: none"> Geologist/s 		
5	<ul style="list-style-type: none"> Submit/s samples to MGB Laboratory (see Laboratory for Procedures) 	<ul style="list-style-type: none"> Assist client/s in the submission of samples; Conduct/s laboratory analyses; 	<ul style="list-style-type: none"> 1 day Dependent on number of samples submitted and type of analysis required 	<ul style="list-style-type: none"> Geologist/s MGB Laboratory 		
6		<ul style="list-style-type: none"> 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); 	<ul style="list-style-type: none"> 2 weeks (after release of results of laboratory analyses) 2 days 	<ul style="list-style-type: none"> Geologists Chief, GGS 		



7		<ul style="list-style-type: none"> • Reviews Technical Report and initials Letter-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 LGSD); 	<ul style="list-style-type: none"> • 1 day • 1 day • 1 day 	<ul style="list-style-type: none"> • Chief, LGSD • Assistant Director • Director 		
8	<ul style="list-style-type: none"> • Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Technical Report 	<ul style="list-style-type: none"> • Releases Technical Report. 	<ul style="list-style-type: none"> • Anytime at the client's convenience 	<ul style="list-style-type: none"> • Administrative Staff, LGSD 		
END OF TRANSACTION						

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



[Handwritten Signature]
DANILO U. UYKIENG
 Officer-In-Charge
 Office of the Director

[Handwritten Initials]