

# METALLURGICAL LABORATORY SERVICES

## Conduct of Metallurgical Tests

**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 2 working days (simple test per sample) or 7 working days (multiple tests per sample)  
**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"> <li>Proceeds to the MSS - METD and accomplishes/submits Request for Analysis Form</li> </ul>	<ul style="list-style-type: none"> <li>Computes the fees/charges based on the parameters requested and prepares Assessment and Order of Payment Forms in two (2) copies;</li> <li>Reviews and signs Assessment Form, and initials Order of Payment Form;</li> <li>Reviews and signs Order of Payment Form;</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>20 minutes</li> <li>20 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MSS</li> <li>Chief, MSS</li> <li>Chief, METD; and Accountant, FMD</li> </ul>		
2	<ul style="list-style-type: none"> <li>Pays Analysis Fee/s</li> </ul>	<ul style="list-style-type: none"> <li>Accepts payment, issues OR and gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	<ul style="list-style-type: none"> <li>Submits Order of Payment duplicate to MSS</li> </ul>	<ul style="list-style-type: none"> <li>Conducts sample preparation:                             <ul style="list-style-type: none"> <li>Simple sample preparation;</li> <li>Complex sample preparation;</li> </ul> </li> <li>Conducts metallurgical tests and submits results of analysis to Chief, MSS:                             <ul style="list-style-type: none"> <li>Simple test per sample ;</li> <li>Multiple tests per sample;</li> </ul> </li> <li>Evaluates results of metallurgical tests (in case of rectification, returns to Metallurgical Engineer);</li> <li>Prepares Report of Metallurgical Tests;</li> <li>Initials Report of Metallurgical Tests;</li> </ul>	<ul style="list-style-type: none"> <li>1 working day***</li> <li>2 working days***</li> <li>1 working day***</li> <li>4 working days***</li> <li>1 hour</li> <li>1 hour</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/Aide, MSS</li> <li>Metallurgical Engineer, MSS</li> <li>Chief, MSS</li> <li>Administrative Staff, MSS</li> <li>Metallurgical Engineers, MSS</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Metallurgical Tests;</li> </ul>	<ul style="list-style-type: none"> <li>1 hour</li> </ul>	<ul style="list-style-type: none"> <li>Chief, MSS</li> </ul>		
5		<ul style="list-style-type: none"> <li>Reviews and approves Report of Metallurgical Tests (in case of rectification, returns to MSS Chief);</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Chief, METD</li> </ul>		
6	<ul style="list-style-type: none"> <li>Presents ID (or in cases of authorized representative, presents proof of authorization) to MSS and acknowledges receipt of Report of Metallurgical Tests</li> </ul>	<ul style="list-style-type: none"> <li>Releases Report of Metallurgical Tests and files duplicate copy.</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MSS</li> </ul>		

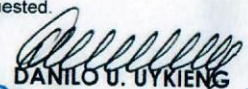
END OF TRANSACTION

\*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 metallurgical analysis will depend on the type of sample and number of tests (i.e. moisture, sieve, crushing/grinding, etc.) requested.

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

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

04:02:00 PM  
17/12/2015



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Citizen Charter



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