

## GEOLOGICAL LABORATORY SERVICES

### Conduct of Paleontological 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** : 2 days, 2 hours and 40 minutes 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 MLU-GLSS-LGSD and accomplishes/submits Request Form for Paleontological Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Records name, address, source of the sample, contact number in a log book;</li> <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>10 minutes</li> <li>10 minutes</li> <li>10 minutes</li> <li>20 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MLU</li> <li>Geologist, MLU</li> <li>Chief, MLU</li> <li>Chief, LGSD; 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 MLU</li> </ul>	<ul style="list-style-type: none"> <li>Conducts required sample preparation;</li> <li>Conducts paleontological analysis and prepares Report of Analysis;</li> <li>Encodes Report of Analysis;</li> <li>Reviews/Signs Report of Analysis;</li> <li>Reviews/Signs Report of Analysis;</li> <li>Reviews/Initials Report of Analysis (in case of rectification, returns to PaLU);</li> </ul>	<ul style="list-style-type: none"> <li>1 day per sample</li> <li>1 day per sample</li> <li>20 minutes</li> <li>15 minutes</li> <li>30 minutes</li> <li>20 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Geologist, Paleontology Laboratory Unit (PaLU)</li> <li>Administrative Staff, MLU</li> <li>Geologist, PaLU</li> <li>Chief, PaLU</li> <li>Chief, GLSS</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, GLSS);</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Chief, LGSD</li> </ul>		
5	<ul style="list-style-type: none"> <li>Presents ID (or in cases of authorized representative, presents proof of authorization) to MLU and acknowledges receipt of Report of Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Releases Report of Analysis.</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MLU</li> </ul>		
<b>END OF TRANSACTION</b>						

\*Form : Available FREE OF CHARGE

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

\*\*\* Processing time : Depends on number of samples, procedures required and work load at SPU and PaLU.

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




111416-0019



Citizen Charter

04:43:08 PM

11/14/2016

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