

GEOLOGICAL LABORATORY SERVICES

Conduct of Sample Preparation (Processing of rock/soil, i.e. cutting, grinding, polishing, etc.)

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 : 4 hours and 10 minutes per sample for simple sample preparation; or 2 day/s, 1 hour and 10 minutes per sample for complex sample preparation
 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 Megascopic Laboratory Unit (MLU) - Geological Laboratory Services Section (GLSS) - Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Sample Preparation 	<ul style="list-style-type: none"> Records name, address, source of the sample, contact number in a log book; 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"> 10 minutes 10 minutes 10 minutes 20 minutes 	<ul style="list-style-type: none"> Administrative Staff, MLU Geologist, MLU Chief, MLU Chief, LGSD; and Accountant, 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 MLU 	<ul style="list-style-type: none"> Conduct/s required sample preparation and records job completed: <ul style="list-style-type: none"> Simple sample preparation; Complex sample preparation; 	<ul style="list-style-type: none"> 3 hours 2 days 	<ul style="list-style-type: none"> Laboratory Technician/s, Sample Preparation Unit (SPU) - GLSS 		
4	<ul style="list-style-type: none"> Presents ID (or in cases of authorized representative, presents proof of authorization) to MLU and acknowledges receipt of prepared sample/s 	<ul style="list-style-type: none"> Releases prepared sample/s. 	<ul style="list-style-type: none"> 5 minutes 	<ul style="list-style-type: none"> Administrative Staff, MLU 		
END OF TRANSACTION						

*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.
NOTE: Client will always be informed on the time/date of release of prepared sample/s.



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