



# MINES AND GEOSCIENCES BUREAU CITIZEN'S CHARTER

## TABLE OF CONTENTS

Vision and Mission .....	3
Performance Pledge and Feedback and Redress Mechanism .....	4
List of Frontline Services .....	5
Central Office Frontline Services .....	6
Metallurgical Laboratory Services .....	7
Conduct of Chemical Analysis .....	7
Conduct of Fire Assay .....	8
Conduct of Metallurgical Tests .....	9
Geological Laboratory Services .....	10
Conduct of Sample Preparation .....	10
Conduct of Megascopic and Microchemical Rock/Mineral Analysis .....	11
Conduct of Petrography and Mineragraphy Analysis .....	12
Conduct of Petrochemical Analysis .....	13
Conduct of Paleontological Analysis .....	14
Conduct of X-ray Diffraction/Fluorescence .....	15
Geological Services .....	16
Request for Review of Engineering Geological and Geohazard Assessment Report .....	16
Request for Geological Investigation .....	18
Regional Office Frontline Services .....	20
Geological Services .....	21
Request for Geohazard Identification Survey .....	21
Request for Geological Site Scoping .....	23
Request for Geological Investigation/ Geohazard Assessment .....	25
Laboratory Services .....	27
Conduct of Megascopic Rock/Mineral Analysis .....	27
Conduct of Chemical Analysis .....	28
Feedback Form .....	29
Abbreviations .....	30

## VISION

The Mines and Geosciences Bureau envisions a minerals industry that is not only prosperous but also socially, economically and environmentally sustainable, with broad community and political support while positively and progressively assisting in Government's program on poverty alleviation and contributing to the general economic well being of the nation.

MGB also aims to be the leading geosciences and georesources institution serving the public and nation with scientific reliability.

## MISSION

The Mines and Geosciences Bureau, as steward of the country's mineral resources, is committed to the promotion of sustainable mineral resources development, aware of its contribution to national economic growth and countryside community development. It fully recognizes that the development of a responsive policy framework in partnership with stakeholders to govern mineral exploration, mining and investment decisions, and an effective institutional structure, are fundamental requisites for the sustainable utilization of the country's mineral resources. It is adherent to the promotion of geological studies as an integral element of socio-economic development, environmental protection and human safety. Yet, it is sensitive to the known environmental impacts of mining and the need for restoration and rehabilitation of mining-affected areas and the development and adoption of environmental and geoscientific technologies.

## PERFORMANCE PLEDGE

We, the Men and Women of the Mines and Geosciences Bureau, do hereby pledge and commit to serve you, our clients and stakeholders, according to our service standards, guided by the principles of –

- M**utual accountability, integrity and professionalism;
- G**enuine customer service; and
- B**est performance possible.

## FEEDBACK AND REDRESS MECHANISMS

Please let us know how we have served you by doing any of the following:

- ✓ Accomplish and submit the Feedback Form at the Public Assistance and Complaints Desk.
- ✓ Send your feedback through e-mail ([central@mgb.gov.ph](mailto:central@mgb.gov.ph)) or write us at Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City.
- ✓ Talk to the **OFFICER OF THE DAY**.

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us continuously improve our services.

**MANAGEMENT**

## LIST OF FRONTLINE SERVICES

### CENTRAL OFFICE

Type of Frontline Service	Fees**	Forms*	Processing Time***	Person/Office in Charge
<b>METALLURGICAL LABORATORY SERVICES</b> ✓Conduct of Chemical Analysis***  ✓Conduct of Fire Assay*** ✓Conduct of Metallurgical Tests***				Chemical Laboratory Services Section - Metallurgical Technology Division Metallurgical Services Section - Metallurgical Technology Division Metallurgical Services Section - Metallurgical Technology Division
<b>GEOLOGICAL LABORATORY SERVICES</b> ✓Conduct of Sample Preparation ✓Conduct of Megascopic and Microchemical Rock/Mineral Analysis ✓Conduct of Petrography and Mineragraphy Analysis ✓Conduct of Petrochemical Analysis ✓Conduct of Paleontological Analysis ✓Conduct of X-ray Diffraction/Fluorescence Analysis				Petrolab Section - Lands Geological Survey Division Petrolab Section - Lands Geological Survey Division Petrolab Section - Lands Geological Survey Division Petrolab Section - Lands Geological Survey Division Petrolab Section - Lands Geological Survey Division Petrolab Section - Lands Geological Survey Division
<b>GEOLOGICAL SERVICES</b> ✓Request for Review of Engineering Geological and Geohazard Assessment Report (EGGAR) ✓Request for Geological Investigation				<ul style="list-style-type: none"> <li>• <b>Urban Geology Section</b> -Lands Geological Survey Division</li> <li>• <b>Quadrangle Mapping Section</b> -Lands Geological Survey Division</li> </ul>

### REGIONAL OFFICE

Type of Frontline Service	Fees**	Forms*	Processing Time***	Person/Office in Charge
<b>GEOLOGICAL SERVICES</b> ✓Request for Geohazard Identification Survey ✓Request for Geological Site Scoping ✓Request for Geological Investigation/Geohazard Assessment				Geosciences Division Geosciences Division Geosciences Division
<b>LABORATORY SERVICES</b> ✓Conduct of Megascopic Rock/Mineral Analysis ✓Conduct of Chemical Analysis				Chemistry Section, Geosciences Division Chemistry Section, Geosciences Division

\*Form : Available FREE OF CHARGE

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

\*\*\*Metallurgical Services (complex) take more than 10 days, hence, do not fall within the period of completion of transaction prescribed in the Anti-Red Tape Act (ARTA).

# CENTRAL OFFICE FRONTLINE SERVICES

## **METALLURGICAL LABORATORY SERVICES**

- Conduct of Chemical Analysis ..... 7
- Conduct of Fire Assay ..... 8
- Conduct of Metallurgical Tests ..... 9

## **GEOLOGICAL LABORATORY SERVICES**

- Conduct of Sample Preparation ..... 10
- Conduct of Megascopic and Microchemical Rock/Mineral Analysis ..... 11
- Conduct of Petrography and Mineragraphy Analysis ..... 12
- Conduct of Petrochemical Analysis ..... 13
- Conduct of Paleontological Analysis ..... 14
- Conduct of X-Ray Diffraction/Fluorescence Analysis ..... 15

## **GEOLOGICAL SERVICES**

- Request for Review of Engineering Geological and Geohazard Assessment Report ..... 16
- Request for Geological Investigation ..... 18

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** : 4 – 15 working days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	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"> <li>• Computes the fees/charges based on the parameters requested and prepares Order of Payment in two (2) copies</li> <li>• Reviews Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 minutes</li> <li>• 5 minutes</li> <li>• 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Staff, CLSS</li> <li>• Chief, CLSS</li> <li>• Chief, METD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>		
3	Submits Order of Payment duplicate to CLSS	<ul style="list-style-type: none"> <li>• Conducts sample preparation</li> <li>• Conducts chemical analysis and submits results of analysis to the Chief, CLSS</li> <li>• Evaluates results of analysis (in case of rectification, returns to Chemist)</li> <li>• Prepares Report of Analysis</li> <li>• Initials Report of Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 working days***</li> <li>• 2-12 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, CLSS</li> <li>• Science Research Specialists (Chemists), CLSS</li> <li>• Chief, CLSS</li> <li>• Administrative Staff, CLSS</li> <li>• Science Research Specialists (Chemists), CLSS</li> </ul>		
4		<ul style="list-style-type: none"> <li>• Signs Report of Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>• Chief, CLSS</li> </ul>		
5		<ul style="list-style-type: none"> <li>• Reviews and approves Report of Analysis (in case of rectification, returns to CLSS 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	Presents ID to CLSS (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<ul style="list-style-type: none"> <li>• Releases Report of Analysis 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, CLSS</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 : 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.

METALLURGICAL LABORATORY SERVICES

**Conduct of Fire Assay**

**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 – 15 days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Metallurgical Services Section (MSS) - Metallurgical Technology Division (METD) and accomplishes/submits Request for Analysis Form	<ul style="list-style-type: none"> <li>• Computes the fees/charges based on the parameters requested and prepares Order of Payment in two (2) copies</li> <li>• Reviews Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 minutes</li> <li>• 5 minutes</li> <li>• 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Staff, MSS</li> <li>• Chief, MSS</li> <li>• Chief, METD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MSS	<ul style="list-style-type: none"> <li>• Conducts sample preparation</li> <li>• Conducts fire assay tests and submits results of analysis to the Chief, MSS</li> <li>• Evaluates results of analysis (in case of rectification, returns to Metallurgical Engineer)</li> <li>• Prepares Report of Analysis</li> <li>• Initials Report of Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 working days***</li> <li>• 2-12 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 Analysis</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 Analysis (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	Presents ID to MSS (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<ul style="list-style-type: none"> <li>• Releases Report of Analysis 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>		
<b>END OF TRANSACTION</b>						

\*Form : Available FREE OF CHARGE

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

\*\*\*Processing Time : Number of working days for assay is usually 2-4 days. However, the minimum number of samples to be analyzed at one time should be 10 samples.

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



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** : 4 – 8 days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Metallurgical Services Section (MSS)- Metallurgical Technology Division (METD) and accomplishes/ submits Request for Analysis Form	<ul style="list-style-type: none"> <li>• Computes the fees/charges based on the parameters requested and prepares Order of Payment in two (2) copies</li> <li>• Reviews Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 minutes</li> <li>• 5 minutes</li> <li>• 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Staff, MSS</li> <li>• Chief, MSS</li> <li>• Chief, METD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MSS	<ul style="list-style-type: none"> <li>• Conducts sample preparation</li> <li>• Conducts metallurgical tests and submits results of analysis to Chief, MSS</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>• 1-2 working days***</li> <li>• 2-5 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	Presents ID to MSS (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Metallurgical Tests	<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.

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** : 1 day per sample

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Sample Preparation	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<ul style="list-style-type: none"> <li>Conduct/s required sample preparation and records job completed</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, Sample Preparation Unit (SPU)-Petrolab Section</li> </ul>		
4	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of prepared sample/s	<ul style="list-style-type: none"> <li>Releases prepared sample/s</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</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.

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

**GEOLOGICAL LABORATORY SERVICES**  
**Conduct of Megascopeic and Microchemical Rock/Mineral 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 per sample

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopeic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Megascopeic and Microchemical Rock/Mineral Determination	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<ul style="list-style-type: none"> <li>Conducts required sample preparation</li> <li>Conducts megascopeic/microchemical 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 Geologist/Laboratory Technician, MMTLU)</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>30 minutes***</li> <li>30 minutes</li> <li>30 minutes</li> <li>30 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Geologist- MMTLU for megascopeic analysis or Laboratory Technician/s- MMTLU for microchemical analysis</li> <li>Administrative Staff, MMTLU</li> <li>Geologist/Laboratory Technician</li> <li>Chief, MMTLU</li> <li>Chief, Petrolab Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, Petrolab Section)</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	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<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, MMTLU</li> </ul>		

**END OF TRANSACTION**

\*Form : Available FREE OF CHARGE  
\*\*Fees and Charges : Based on the Schedule of Fees and Charges  
\*\*\* Processing Time : Megascopeic analysis – 5 samples/day  
Microchemical analysis – 5 samples/day

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

**GEOLOGICAL LABORATORY SERVICES**  
**Conduct of Petrography and Mineragraphy 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** : 3 days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Petrography and Mineragraphy Analysis	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<ul style="list-style-type: none"> <li>Conducts required sample preparation</li> <li>Conducts petrography/mineragraphy 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 Petrography and Mineragraphy Laboratory Unit)</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Geologist, Petrography and Mineragraphy Laboratory Unit</li> <li>Administrative Staff, MMTLU</li> <li>Geologist</li> <li>Chief, Petrography and Mineragraphy Laboratory Unit</li> <li>Chief, Petrolab Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, Petrolab Section)</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	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<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, MMTLU</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.

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

GEOLOGICAL LABORATORY SERVICES

**Conduct of Petrochemical 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** : 4 - 18 days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Petrochemical Analysis	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<ul style="list-style-type: none"> <li>Conducts required sample preparation</li> <li>Conducts petrochemical 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 Petrochemistry Laboratory Unit)</li> </ul>	<ul style="list-style-type: none"> <li>1-2 days</li> <li>2-15 days</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Chemist, Petrochemistry Laboratory Unit</li> <li>Administrative Staff, MMTLU</li> <li>Chemist, Petrochemistry Laboratory Unit</li> <li>Chief, Petrochemistry Laboratory Unit</li> <li>Chief, Petrolab Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, Petrolab Section)</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	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<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, MMTLU</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 : 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 will always be informed on the time/date of release of Report of Analysis.

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** : 3 days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for Paleontological Analysis	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<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 Paleontology Laboratory Unit)</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Geologist, Paleontology Laboratory Unit</li> <li>Administrative Staff, MMTLU</li> <li>Geologist, Paleontology Laboratory Unit</li> <li>Chief, Paleontology Laboratory Unit</li> <li>Chief, Petrolab Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, Petrolab Section)</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	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<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, MMTLU</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 : Clastic rocks (Foraminifera) – 1 day; 4 samples/day  
 2-5 samples per day with or without taxonomic description (molluscs)

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

GEOLOGICAL LABORATORY SERVICES

**Conduct of X-ray Diffraction/Fluorescence 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** : 3 – 4 days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Megascopic and Microchemical Testing Laboratory Unit (MMTLU), Petrolab Section -Lands Geological Survey Division (LGSD) and accomplishes/ submits Request Form for X-Ray Diffraction/ Fluorescence Analysis	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, MMTLU</li> <li>Geologist, MMTLU</li> <li>Chief, MMTLU</li> <li>Chief, LGSD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>		
3	Submits Order of Payment duplicate to MMTLU	<ul style="list-style-type: none"> <li>Conducts required sample preparation</li> <li>Conducts x-ray diffraction/fluorescence 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 XRD Unit)</li> </ul>	<ul style="list-style-type: none"> <li>1-2 day/s</li> <li>1 day</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Technician/s, SPU</li> <li>Geologist, X-Ray Diffraction (XRD) Unit</li> <li>Administrative Staff, MMTLU</li> <li>Geologist, XRD Unit</li> <li>Chief, XRD Unit</li> <li>Chief, Petrolab Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief, Petrolab Section)</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	Presents ID to MMTLU (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<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, MMTLU</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 and type of samples

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

GEOLOGICAL SERVICES

**Request for Review of Engineering Geological and Geohazard Assessment Report (EGGAR)**

- 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** : 1. Letter of request addressed to the Director, Mines and Geosciences Bureau  
 2. Attachment to the letter: Engineering Geological and Geohazard Report (EGGAR)  
**Duration** : 10 - 12 days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request with three (3) copies of Engineering Geological and Geohazard Assessment Report (EGGAR)	<ul style="list-style-type: none"> <li>• Receives Letter-Request with EGGAR and forwards to the Office of the Director (OD)</li> <li>• Transmits to Lands Geological Survey Division (LGSD)</li> <li>• Transmits to Urban Geology Section (UGS)</li> <li>• Transmits to Technical Staff</li> <li>• Prepares Order of Payment in two (2) copies</li> <li>• Reviews/initials Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• 1 day</li> <li>• 5 minutes</li> <li>• 5 minutes</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Records Section - Administrative Division</li> <li>• Office of the Director</li> <li>• Chief, LGSD</li> <li>• Chief, UGS</li> <li>• Administrative Staff, UGS</li> <li>• Chief, UGS</li> <li>• Chief, LGSD</li> </ul>		
2	Pays the Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>	PhP6,000.00	
3	Submits Order of Payment duplicate to Technical/ Administrative Staff-UGS	<ul style="list-style-type: none"> <li>• Reviews EGGAR &amp; prepares Geological Review Report (GRR)</li> <li>• Submits GRR with Letter-Endorsement to Environmental Management Bureau, (cc Applicant/Client) to Section Chief</li> <li>• Evaluates GRR and initials Letter-Endorsement (in case of rectification, returns to Geologist/Technical Staff)</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 working days</li> <li>• 1 day</li> <li>• 2-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Geologist/Technical Staff, UGS</li> <li>• Geologist/Technical Staff, UGS</li> <li>• Chief, UGS</li> </ul>		
4		<ul style="list-style-type: none"> <li>• Reviews GRR and initials Letter-Endorsement and transmits documents to OD (in case of rectification, returns to UGS)</li> <li>• Reviews GRR and signs Letter-Endorsement and forwards to Record Section (in case of rectification, returns to LGSD)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• Chief, LGSD</li> <li>• Director</li> </ul>		



5	Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GRR	<ul style="list-style-type: none"> <li>Releases GRR to client</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, Records Section, Administrative Division</li> </ul>		
<b>END OF TRANSACTION</b>						

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

GEOLOGICAL SERVICES

**Request for Geological Investigation (GI)**

- 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 - 23 days excluding laboratory analysis  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request	<ul style="list-style-type: none"> <li>• Receives Letter-Request and forwards to the Office of the Director (OD)</li> <li>• Transmits to Lands Geological Survey Division (LGSD)</li> <li>• Transmits to Quadrangle Mapping Section (QMS)</li> <li>• Transmits to Technical Staff</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• 1 day</li> <li>• 5 minutes</li> <li>• 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Records Section - Administrative Division</li> <li>• Office of the Director</li> <li>• Chief, LGSD</li> <li>• Chief, QMS</li> </ul>		
2	Meets with Geologist/ Technical Staff	<ul style="list-style-type: none"> <li>• Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geological Investigation (GI)</li> <li>• Prepares Order of Payment in two (2) copies</li> <li>• Reviews/initials Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Geologists</li> <li>• Administrative Staff, QMS</li> <li>• Chief, QMS</li> <li>• Chief, LGSD</li> </ul>		
3	Pays the Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>	PhP 2,000.00/person/day, minimum of PhP6,000.00. Transportation and other incidental expenses to be provided by requesting party	
4	Accompany/ies the Geologist/s to site/study area	<ul style="list-style-type: none"> <li>• Conducts GI</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week including travel time;</li> <li>• Dependent on size of coverage area</li> </ul>	<ul style="list-style-type: none"> <li>• Geologist/s</li> </ul>		
5	Submit/s samples to MGB Laboratory (see Laboratory for Procedures)	<ul style="list-style-type: none"> <li>• Geologist/s assist client/s in the submission of samples</li> <li>• Conduct/s laboratory analyses</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• Dependent on number of samples submitted and type of analysis required</li> </ul>	<ul style="list-style-type: none"> <li>• MGB Laboratory</li> <li>• MGB Laboratory</li> </ul>		

6		<ul style="list-style-type: none"> <li>• Prepare/s Technical Report</li> </ul>	<ul style="list-style-type: none"> <li>• 2 weeks (after release of results of laboratory analyses)</li> </ul>	<ul style="list-style-type: none"> <li>• Geologists</li> </ul>		
7		<ul style="list-style-type: none"> <li>• Prepares Letter of Endorsement</li> <li>• Reviews Technical Report and initials Letter-Endorsement (in case of rectification, returns to LGSD)</li> <li>• Reviews Technical Report and signs Letter-Endorsement (in case of rectification, returns to LGSD)</li> </ul>	<ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 1 day</li>   <li>• 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Geologist</li> <li>• Assistant Director</li>   <li>• Director</li> </ul>		
8	Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Technical Report	<ul style="list-style-type: none"> <li>• Releases Technical Report</li> </ul>	<ul style="list-style-type: none"> <li>• Anytime at the client's convenience</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Staff, LGSD</li> </ul>		
<b>END OF TRANSACTION</b>						

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



## REGIONAL OFFICE FRONTLINE SERVICES

### **GEOLOGICAL SERVICES**

- Request for Geohazard Identification Survey ..... 21
- Request for Geological Site Scoping ..... 23
- Request for Geological Investigation/Geohazard Assessment ..... 25

### **LABORATORY SERVICES**

- Conduct of Megascopic Rock/Mineral Analysis ..... 27
- Conduct of Chemical Analysis ..... 28

GEOLOGICAL SERVICES

**Request for Geohazard Identification Survey (GIS)**

- 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** : 1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau  
 2. Attachment to the letter: Project description and Site development plan  
**Duration** : 7 – 10 days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request	<ul style="list-style-type: none"> <li>Receives Letter-Request and forwards to the Office of the Regional Director (ORD)</li> <li>Transmits to Geosciences Division (GD)</li> <li>Transmits to Geologist/Technical Staff</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Records Section - Administrative Division</li> <li>Office of the Regional Director</li> <li>Chief, GD</li> </ul>		
2	Meets with Geologist/ Technical Staff	<ul style="list-style-type: none"> <li>Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geohazard Identification Survey (GIS)</li> <li>Prepares Order of Payment in two (2) copies</li> <li>Reviews/initials Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>2 hours</li> <li>20 minutes</li> <li>20 minutes</li> <li>10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> <li>Administrative Staff, GD</li> <li>Geologist/Technical Staff, GD</li> <li>Chief, GD</li> </ul>		
3	Pays the Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>	PhP 2,000.00/person/day, minimum of PhP6,000.00. Transportation and other incidental expenses to be provided by requesting party	
4	Submits Order of Payment duplicate to LGSD/MGSD	<ul style="list-style-type: none"> <li>Conducts GIS</li> </ul>	<ul style="list-style-type: none"> <li>1-4 days</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>		
5		<ul style="list-style-type: none"> <li>Prepares/Signs Geohazard Identification Report (GIR)</li> </ul>	<ul style="list-style-type: none"> <li>2 days</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>		

6		<ul style="list-style-type: none"> <li>• Prepares/Initials Letter of Endorsement</li> <li>• Signs Letter of Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• Chief, GD</li> <li>• Regional Director</li> </ul>		
7	Presents ID to GD (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GIR	<ul style="list-style-type: none"> <li>• Releases GIR to client</li> </ul>	<ul style="list-style-type: none"> <li>• Anytime at the client's convenience</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Staff, GD</li> </ul>		
<b>END OF TRANSACTION</b>						

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

GEOLOGICAL SERVICES

**Request for Geological Site Scoping (GSS)**

**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** : 1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau  
 2. Attachment to the letter: Project description and Site development plan  
**Duration** : 15 – 20 days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request	<ul style="list-style-type: none"> <li>Receives Letter-Request and forwards to the Office of the Regional Director (ORD)</li> <li>Transmits to Geosciences Division (GD)</li> <li>Transmits to Geologist/Technical Staff</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Records Section - Administrative Division</li> <li>Office of the Regional Director</li> <li>Chief, GD</li> </ul>		
2	Meets with Geologist/ Technical Staff	<ul style="list-style-type: none"> <li>Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geological Site Scoping (GSS)</li> <li>Prepares Order of Payment in two (2) copies</li> <li>Reviews/initials Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>2 hours</li> <li>20 minutes</li> <li>20 minutes</li> <li>10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> <li>Administrative Staff, GD</li> <li>Geologist/Technical Staff, GD</li> <li>Chief, GD</li> </ul>		
3	Pays the Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>	PhP 2,000.00/person/day, minimum of PhP6,000.00. Transportation and other incidental expenses to be provided by requesting party	
4	Submits Order of Payment duplicate to GD	<ul style="list-style-type: none"> <li>Conducts GSS</li> </ul>	<ul style="list-style-type: none"> <li>1-3 days (within the provincial area)</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>		
5		<ul style="list-style-type: none"> <li>Prepares/Signs Geological Site Scoping Report (GSSR)</li> </ul>	<ul style="list-style-type: none"> <li>2 days</li> </ul>	<ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>		
6		<ul style="list-style-type: none"> <li>Prepares/Initials Letter of Endorsement</li> <li>Signs Letter of Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>1 day</li> </ul>	<ul style="list-style-type: none"> <li>Chief, GD</li> <li>Regional Director</li> </ul>		

7	Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GSSR	<ul style="list-style-type: none"> <li>Releases GSSR to client</li> </ul>	<ul style="list-style-type: none"> <li>Anytime at the client's convenience</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, GD</li> </ul>		
8	Submits Letter Request with three (3) copies of Engineering Geological and Geohazard Assessment Report (EGGAR)	<ul style="list-style-type: none"> <li>Receives EGGAR and forwards to the ORD</li> <li>Transmits to GD</li> <li>Transmits to Technical Staff</li> <li>Prepares Order of Payment in two (2) copies</li> <li>Reviews/initials Order of Payment for EGGAR Review</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>5 minutes</li> <li>5 minutes</li> <li>20 minutes</li> <li>10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Records Section - Administrative Division</li> <li>Office of the Regional Director</li> <li>Chief, GD</li> <li>Administrative Staff, GD</li> <li>Geologist/Technical Staff, GD</li> <li>Chief, GD</li> </ul>		
9	Pays the Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>	PhP 6,000.00	
10	Submits Order of Payment duplicate to Technical/ Administrative Staff-GD	<ul style="list-style-type: none"> <li>Reviews EGGAR &amp; prepares Geological Review Report (GRR)</li> <li>Forwards GRR with Letter of Endorsement to the Chief, GD</li> <li>Evaluates GRR and initials Letter-Endorsement (in case of rectification, returns to Geologist/Technical Staff)</li> </ul>	<ul style="list-style-type: none"> <li>2-5 working days</li> <li>1 day</li> <li>2-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Geologist/Technical Staff, GD</li> <li>Geologist/Technical Staff, GD</li> <li>Chief, GD</li> </ul>		
11		<ul style="list-style-type: none"> <li>Reviews GRR and signs Letter of Endorsement (in case of rectification, returns to GD)</li> </ul>	<ul style="list-style-type: none"> <li>1 day</li> </ul>	<ul style="list-style-type: none"> <li>Regional Director</li> </ul>		
12	Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GRR	<ul style="list-style-type: none"> <li>Releases GRR to client</li> </ul>	<ul style="list-style-type: none"> <li>Anytime at the client's convenience</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, GD</li> </ul>		
END OF TRANSACTION						

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



GEOLOGICAL SERVICES

**Request for Geological Investigation (GI)/Geohazard Assessment (GA)**

**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 Regional Director, Mines and Geosciences Bureau  
**Duration** : 20 – 25 days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees*	Form
1	Submits Letter Request	<ul style="list-style-type: none"> <li>• Receives Letter-Request and forwards to the Office of the Regional Director (ORD)</li> <li>• Transmits to Geosciences Division (GD)</li> <li>• Transmits to Geologist/Technical Staff</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• 1 day</li> <li>• 5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Records Section - Administrative Division</li> <li>• Office of the Regional Director</li> <li>• Chief, GD</li> </ul>		
2	Meets with Geologist/ Technical Staff	<ul style="list-style-type: none"> <li>• Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geological Investigation/Geohazard Assessment (GI/GA)</li> <li>• Prepares Order of Payment in two (2) copies</li> <li>• Reviews/initials Order of Payment</li> <li>• Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Geologists/Technical Staff, GD</li> <li>• Administrative Staff, GD</li> <li>• Geologist/Technical Staff, GD</li> <li>• Chief, GD</li> </ul>		
3	Pays the Fee/s	<ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR)</li> </ul>	<ul style="list-style-type: none"> <li>• 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Cashier</li> </ul>	PhP 2,000.00/person/day, minimum of PhP6,000.00. Transportation and other incidental expenses to be provided by requesting party	
4	Submits Order of Payment duplicate to LGSD/MGSD and accompanies the Geologist/Technical Staff to the site/study area	<ul style="list-style-type: none"> <li>• Conducts GI/GA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week including travel time; also dependent on size of coverage area</li> </ul>	<ul style="list-style-type: none"> <li>• Geologists/Technical Staff, GD</li> </ul>		
5	Submit/s samples to MGB Laboratory (see Laboratory for Procedures)	<ul style="list-style-type: none"> <li>• Accepts samples</li> <li>• Laboratory analyses</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day</li> <li>• Dependent on number of samples submitted and type of analysis required</li> </ul>	<ul style="list-style-type: none"> <li>• MGB Regional Laboratory</li> <li>• MGB Regional Laboratory</li> </ul>	Refer to fees & charges	

6		<ul style="list-style-type: none"> <li>Prepares/signs Technical Report (Geological Investigation Report/Geohazard Assessment Report)</li> </ul>	<ul style="list-style-type: none"> <li>2 weeks (after release of results of laboratory analyses)</li> </ul>	<ul style="list-style-type: none"> <li>Geologist/Technical Staff</li> </ul>		
6		<ul style="list-style-type: none"> <li>Prepares/Initials Letter of Endorsement</li> <li>Signs Letter of Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>1 day</li> </ul>	<ul style="list-style-type: none"> <li>Chief, GD</li> <li>Regional Director</li> </ul>		
7	Presents ID to GD (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report	<ul style="list-style-type: none"> <li>Releases Technical Report to client</li> </ul>	<ul style="list-style-type: none"> <li>Anytime at the client's convenience</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, GD</li> </ul>		
<b>END OF TRANSACTION</b>						

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

LABORATORY SERVICES

**Conduct of Megascopic Rock/Mineral Analysis (only in Regions IV, V, VII, XIII and CAR)**

**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 – 3 hour/s per sample  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Chemistry Section - Geosciences Division (GD) and accomplishes/submits Request Form for Megascopic Rock/Mineral Determination	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, Chemistry Section</li> <li>Geologist, Chemistry Section</li> <li>Chief, Chemistry Section</li> <li>Chief, GD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR); Issues duplicate order of payment to the Geologic Aide/Administrative Staff of Chemistry Section</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>Conducts megascopic/microchemical analysis and evaluates results of analysis</li> <li>Prepares Report of Analysis</li> <li>Initials Report of Analysis</li> <li>Reviews/Initials Report of Analysis (in case of rectification, returns to Geologist, Chemistry Section)</li> </ul>	<ul style="list-style-type: none"> <li>30 minutes</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Geologist, Chemistry Section</li> <li>Administrative Staff, Chemistry Section</li> <li>Geologist, Chemistry Section</li> <li>Chief, Chemistry Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to LSS Chief)</li> </ul>	<ul style="list-style-type: none"> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Chief, GD</li> </ul>		
5	Presents ID to GD (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<ul style="list-style-type: none"> <li>Releases Report of Analysis 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, GD</li> </ul>		

**END OF TRANSACTION**

\*Form : Available FREE OF CHARGE  
 \*\*Fees and Charges : Based on the Schedule of Fees and Charges  
 Megascopic analysis – P300.00 per sample  
 Microchemical analysis – P160.00 per element  
 \*\*\*Processing Time : Megascopic analysis – 5 samples/day  
 Microchemical analysis – 5 samples/day

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

LABORATORY SERVICES

**Conduct of Chemical Analysis (only in Regions IV, V, VII, XIII and CAR)**

**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** : 3 -13 working days  
**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity***	Person In Charge	Fees**	Form*
1	Proceeds to the Chemistry Section - Geosciences Division (GD) and accomplishes/submits Request Form for Chemical Analysis	<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 Order of Payment in two (2) copies</li> <li>Reviews Order of Payment</li> <li>Signs Order of Payment</li> </ul>	<ul style="list-style-type: none"> <li>15 minutes</li> <li>5 minutes</li> <li>5 minutes</li> <li>5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Staff, Chemistry Section</li> <li>Geologist, Chemistry Section</li> <li>Chief, Chemistry Section</li> <li>Chief, GD</li> </ul>		
2	Pays Analysis Fee/s	<ul style="list-style-type: none"> <li>Accepts payment and issues Official Receipt (OR); Issues duplicate order of payment to the Geologic Aide/Administrative Staff of Chemistry Section</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>Conducts laboratory analysis and evaluates results of analysis</li> <li>Prepares Report of Analysis</li> <li>Initials Report of Analysis</li> <li>Reviews/Initials Report of Analysis (in case of rectification, returns to Chemist/Laboratory Technician , Chemistry Section)</li> </ul>	<ul style="list-style-type: none"> <li>2 – 12 days***</li> <li>20 minutes</li> <li>20 minutes</li> <li>30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Chemist/ Laboratory Technician, Chemistry Section</li> <li>Administrative Staff, Chemistry Section</li> <li>Chemist/ Laboratory Technician, Chemistry Section</li> <li>Chief, Chemistry Section</li> </ul>		
4		<ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to LSS Chief)</li> </ul>	<ul style="list-style-type: none"> <li>1 hour</li> </ul>	<ul style="list-style-type: none"> <li>Chief, GD</li> </ul>		
5	Presents ID to GD (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis	<ul style="list-style-type: none"> <li>Releases Report of Analysis 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, GD</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 : 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 will always be informed on the time/date of release of Report of Analysis.

**FEEDBACK FORM**  
**(Pananawa o Puna)**

Please let us know how we have served you. You may use this form for compliments, complaints or suggestions. Simply check the corresponding box.  
*(Ipaalam po ninyo sa amin kung paano namin kayo napaglingkuran. Maaring gamitin ito para sa papuri, reklamo o mungkahi. Mangyaring i-tsek lamang ang kahong naayon).*

COMPLIMENT  
*(Papuri)*

COMPLAINT  
*(Reklamo)*

SUGGESTION  
*(Mungkahi)*

Person(s)/Unit/Office Concerned or Involved

Facts or Details Surrounding the Incident:  
*(Kaganapan o detalyeng bumabalot sa pangyayari)*

*(Please use additional sheet/s if necessary)*  
*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

Recommendation(s)/Suggestion(s)/Desired Action from our Office  
*(Rekomendasyon/Mungkahi/Nais na aksiyon mula sa aming tanggapan)*

*(Please use additional sheet/s if necessary)*  
*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

Name: \_\_\_\_\_  
*(Pangalan)*

Office/Agency: \_\_\_\_\_  
*(Tanggapan/Ahensiya)*

Address: \_\_\_\_\_  
*(Tirahan)*

E-mail Address (if any): \_\_\_\_\_

Contact Number(s) (if any): \_\_\_\_\_

Signature: \_\_\_\_\_  
*(Lagda)*

Date: \_\_\_\_\_  
*(Petsa)*



## ABBREVIATIONS

CLSS	-	Chemistry Laboratory Services Section	METD	-	Metallurgical Technology Division
EGGAR	-	Engineering Geological and Geohazard Assessment Report	MSS	-	Metallurgical Services Section
GA	-	Geohazard Assessment	MMTLU	-	Megascopic and Microchemical Testing Laboratory Unit
GD	-	Geosciences Division	MGSD	-	Marine Geological Survey Division
GI	-	Geological Investigation	OD	-	Office of the Director
GIR	-	Geohazard Identification Report	OR	-	Official Receipt
GIS	-	Geohazard Identification Survey	ORD	-	Office of the Regional Director
GRR	-	Geological Review Report	QMS	-	Quadrangle Mapping Section
GSS	-	Geologic Site Scoping	SPU	-	Sample Preparation Unit
GSSR	-	Geologic Site Scoping Report	UGS	-	Urban Geology Section
LGSD	-	Lands Geological Survey Division	XRD	-	X-Ray Diffraction