

Metals Industry Research and Development Center

CITIZEN'S CHARTER 2020 (2nd Edition)



METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

To develop and expand the metals industry of the Philippines, Republic Act No. 4724, dated 18 June 1966, established the Metals Industry Development center (MIDC). The Center was primarily tasked to work for close rapport between the government and the industry to foster the advancement of metals, engineering and allied industries in the country.

This was amended by Republic Act No. 6428, dated 31 May 1972, reorganizing and renaming the MIDC into the Metals Industry Research and Development Center (MIRDC), giving it corporate existence and enlarging its powers. The administration of the Center and the exercise of its corporate authority were vested exclusively in a Board of Trustees organized under this Act.

Later presidential issuances reflected the Center's change of thrust and direction. These were Executive Order No. 602, transferring the MIRDC from the National Science Development Board (now Department of Science and Technology) to then Ministry of Trade & Industry (now Department of Trade & Industry) for policy and program coordination and direction; Presidential Decree No. 1765, reorienting its thrust from research and development to direct assistance to the metals industry; and Executive Order No. 128, transferring the Center from the Department of Trade & Industry to the Department of Science & Technology as a separate and attached agency.

Finally, Executive Order No. 494 dated 6 December 1991 transformed the MIRDC into a regular government agency of the Department of Science and Technology. This was fully implemented on 27 May 1993.



VISION

Center of excellence in science, technology and innovation for globally-competitive metals, engineering and allied industries by 2025.

MISSION

To provide both government and private sectors in the metals and engineering industry with professional management and technical expertise on the training of engineers and technicians; information exchange; quality control and testing of metal products; research and development; technology transfer; and business economics advisory services.



PERFORMANCE PLEDGE

We, the officials and employees of the Metals Industry Research and Development Center commit to serve you **BEST**:

BUILDING A REPUTABLE ORGANIZATION

We uphold honesty, decency, and transparency in all our transactions.
We commit to serve customers promptly, efficiently and reliably.

EXCELLENCE IN ALL WE DO

We empower employees to take responsible actions and deliver excellent performance.

We commit to continually improve organizational effectiveness through our quality and environmental management systems, comply with applicable statutory and regulatory requirements, and provide products and services with the highest standards of quality and reliability to meet customer satisfaction.

SERVICE BEFORE SELF

We put our professional duties to take precedence over personal desires and interests.

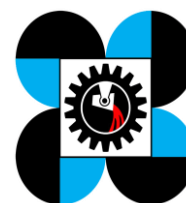
We commit to serve customers professionally, responsibly and competently and abide by the Center's rules and regulations and the code of conduct and ethical standards for public officials and employees being a productive and law abiding citizen and public servant.

TRUST AND RESPECT FOR EVERYONE

We value diversity and treat with justness and fairness every individual at work.

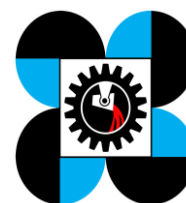
We commit to serve customers of any group, sector, status, gender, culture, or religion with utmost courtesy, vigor and enthusiasm.

All these we pledge, because **YOU** deserve the **BEST**!

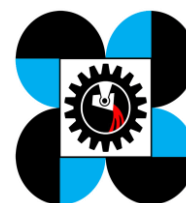


LIST OF SERVICES

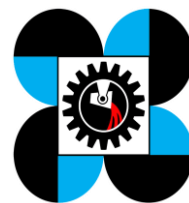
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ANALYSIS AND TESTING DIVISION

External Services



I. Testing Services

Conduct of Chemical, Mechanical, Metallurgical, Physical, Non-destructive testing of metals and metal products.

One-Day Testing are available for the following services, provided samples are submitted first thing in the morning.

- a. Hardness test
- b. Breaking Load/Proof Load
- c. Axial Tension (Bolts)
- d. Radiographic Test
- e. Penetrant Testing
- f. C/S Analysis using IR Combustion
- g. Tension Tests (Bars, Flat, Sheets, Wires)
- j. Complete Physical test (Rebars Angle Bars, Wires)
- k. Magnetic Particle test
- l. Thickness Gauging
- m. Chemical Analysis using XRF Spectrometer

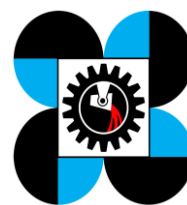
A. Auto-parts Testing Laboratory

1. Auto-Parts Testing Services - Fatigue Test

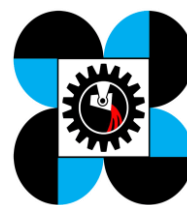
Fatigue Testing is the environmental exposure of a specimen to a repeated loading condition. The test may be conducted using Load Control or Strain Control.

Frequency is number of cycles per second equivalent to 1 Hertz (Hz)

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Fatigue Tester	Repeated loading on a Specimen (Load Control or Stroke Control)	Electro-mechanical Actuator Capacity: 10kN Stroke: 0-400mm Servo-hydraulic Actuator Capacity: 20kN Stroke: 0-100mm



Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) for client’s representative			Company requesting the test	
Parameters of Testing			Company requesting the test	
Sample and its specification/description			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>

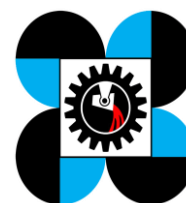


<p>2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included.</p> <p>Sign the <i>Conforme</i> in both copies of the TSR.</p>	<p>2.1 Sign the Laboratory Representative at the bottom portion of both TSR</p> <p>Note: A copy of the TSR shall remain at the laboratory</p> <p>2.2 Update Sample List Sheet</p> <p>2.3 Label sample/s submitted according to the TSR information</p>	None	30 minutes	- same as step 2 -
<p>3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment</p>	<p>3.1 Received and Review the TSR</p> <p>3.2 Issue Order of Payment</p>	none	5 minutes	<p><i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i>, Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section</p>



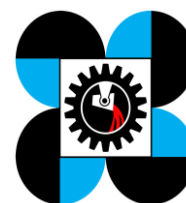
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 4.4 Sign MIRDC Visitor's Pass	P300/ sample/hour For witnessing: P250/ TSR/Day	5 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
		Sub-total	1 hour and 10 minutes	

CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number. or For Clients who have requested for Witnessing: return on the scheduled date of witnessing	5.1 Set-up Fixtures of the samples for Fatigue Testing	None	4 hours	<i>Science Research Specialist II,</i> Physical Laboratories Section and <i>Laboratory Technician I,</i> Physical Laboratories Section
	5.2 Warm up Fatigue Tester equipment prior to the conduct of test and conduct fatigue test		1 day & 2 hours <i>Note: number of hours of exposure for 10,000 cycles for 1 Hz.</i>	
	5.3 Evaluation of Measurement Results		4 hours	<i>Supervising Science Research Specialist,</i> Physical Laboratories Section or



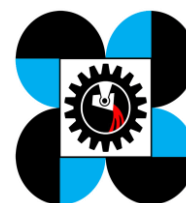
				<i>Science Research Specialist II, Physical Laboratories Section</i>
	5.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
		Subtotal	3 days and 2 hours	

JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.1 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1,</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	ATD-Division Head Office or <i>Administrative Assistant 1</i> , ATD- Division Head Office
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the ATL personnel to release the sample/s to the customer	none	5 minutes	Or <i>Authorized Contract of Service Personnel</i> , ATD- Division Head Office
		Subtotal	40 minutes	
GRAND TOTAL			3 Days, 3 Hours and 50 minutes	

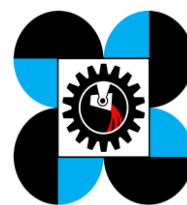
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If available fixtures of the Laboratory used in Fatigue Testing do not fit in the sample submitted	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Test fixture for Fatigue Testing is fabricated with additional fees
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
Processing Time of the Conduct of Test was based on 10,000 cycle for a frequency of 1 Hz.	Auto-parts Testing Laboratory will add the same amount of processing time during the conduct of test for every 10,000 cycle for a frequency of 1 Hz or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current facility and manpower capacity of Auto-parts Testing Laboratory.



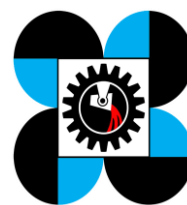
2. Auto-Parts Testing Services - PUV Dimensional Measurement

The Component part/s of a car vehicle either a whole system or part of a system that are vital for safety and reliability of the road vehicle unit.

Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
Endorsement Letter (Original Copy) For clients under the <i>Modern PUV Program</i> of the DOTr			Department of Transportation (DOTr)	
Vehicle Unit - Completely Built Unit (CBU)			Company requesting the test	
Vehicle Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> or <i>Science Research Specialist II, Physical Laboratories Section</i> or <i>Laboratory Technician I Physical Laboratories Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included</p> <p>Sign the <i>Conforme</i> on both copies of the TSR.</p>	<p>2.1 Sign the Laboratory Representative at the bottom portion of both TSR.</p> <p>Note: A copy of the TSR shall remain at the laboratory</p> <p>2.2 Update Sample List Sheet</p> <p>2.3 Label sample/s submitted according to the TSR information</p>	None	30 minutes	- same as step 2 -
<p>3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment</p>	<p>3.1 Received and Review the TSR</p> <p>3.2 Issue Order of Payment</p>	none	5 minutes	<p><i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i>, Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 4.4 Sign MIRDC Visitor's Pass	See Table of Testing Fees	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		Subtotal	1 hour and 10 minutes	

TABLE OF FEES	
	FEE
A. Class 2 and 3	PhP 17,830/unit
<i>I. Overall height, width and length</i>	PhP 4,110/meas.
<i>II. Wheel base and front and rear overhang</i>	PhP 2,140/meas.
<i>III. Cabin Dimensions</i>	PhP 1,150/meas.
<i>IV. Seat Dimensions and Seat Layout</i>	PhP 1,640/meas.
<i>V. Space for each standing passenger</i>	PhP 1,520/meas.
<i>VI. Step Board Dimensions</i>	PhP 1,640/meas.
<i>VII. Service Door Dimensions</i>	PhP 650/meas.
<i>VIII. Emergency Exit Dimensions</i>	PhP 650/meas.
<i>IX. Hand Rails</i>	PhP 1,150/meas.
<i>X. External Projections</i>	PhP 4,110/meas.
<i>XI. Field of Vision</i>	PhP 1,640/meas.



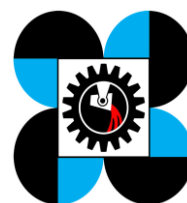
	FEE
B. Class 1	PhP 20,500/unit
<i>I. Overall height, width and length</i>	PhP 4,110/meas.
<i>II. Wheel base and front and rear overhang</i>	PhP 2,140/meas.
<i>III. Cabin Dimensions</i>	PhP 1,150/meas.
<i>IV. Seat Dimensions and Seat Layout</i>	PhP 1,640/meas.
<i>V. Step Board Dimensions</i>	PhP 1,640/meas.
<i>VI. Service Door Dimensions</i>	PhP 650/meas.
<i>VII. Emergency Exit Dimensions</i>	PhP 1,640/meas.
<i>VIII. Hand Rails</i>	PhP 1,150/meas.
<i>IX. External Projections</i>	PhP 4,110/meas.
<i>X. Field of Vision</i>	PhP 3,120/meas.

CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	1.1 Conduct sample preparation and Levelling of the Unit	None	6 days	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Technician I, Physical Laboratories Section</i>
	2. Evaluation of Measurement/Test Results			<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>



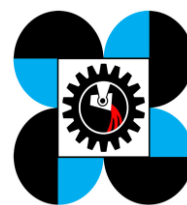
	3. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
		Subtotal	8 days	

JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee Or Authorization Letter (Original Copy) if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Release Letter for the Unit		DOTr		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.2 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	<i>Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the ATL personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		8 Days, 1 Hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Client under PUV Modernization Program of the DOTr	The Test Certificate shall be sent directly to DOTr Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	DOTr Policy
Processing Time of the Conduct of Test was based on 1 unit sample to be measured	Auto-parts Testing Laboratory will add the same amount of processing time during the conduct of test for every 1-unit sample.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Auto-parts Testing Laboratory

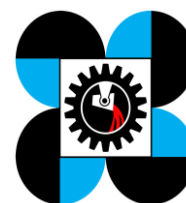


3. Auto-Parts Testing Services – Tire Endurance Test

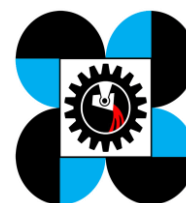
Tire Endurance Test is the ability to withstand the declared rating of the commercial pneumatic tires; i.e. speed and load rating.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Tire Endurance Tester	Load/Speed Performance Test, Tire Endurance Test Motorcycle	Capacity: 0.8kN~10kN Speed 30~300 kph
2	Tire Endurance Tester	Load/Speed Performance Test, Tire Endurance Test Passenger Car	Capacity: 2kN~28kN Speed: 30~300 kph
3	Tire Endurance Tester	Load/Speed Performance Test, Tire Endurance Test Truck/Buses	Capacity: 10kN~100kN Speed: 20~150 kph

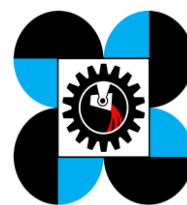
Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark: Request For Test		Bureau of Product Standards (BPS) - DTI
Tire Sample/s		Company requesting the test
Tire Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included Sign the <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	- same as step 2 -

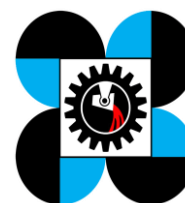


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		<i>Subtotal</i>	1 hour and 10 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client is securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

TABLE OF FEES	
	FEE
1. Load/Speed Performance Test	
<i>I. Motorcycle</i>	PhP 4,800/sample
<i>II. Passenger Car</i>	PhP 8,100/sample
<i>III. Truck/Buses</i>	PhP 11,200/sample
2. Tire Endurance Test	
<i>I. Motorcycle</i>	Per quotation basis
<i>II. Passenger Car</i>	Per quotation basis
<i>III. Truck/Buses</i>	Per quotation basis
3. Photo	PhP 80/photo
4. Witnessing of Test	PhP 250/TSR/Day
5. Courier Service	PhP 120/TSR



CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number. or For Clients who have requested for Witnessing: return on the scheduled date of witnessing	1. Conduct sample preparation (Rim mounting, balancing, pneumatic air charging)	None	4 hours	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Technician I Physical Laboratories Section</i>
	2. Warm up equipment and Conduct Test/s in accordance with PNS 25		4 hours	
	Option 1 - Load-speed Testing <i>Option 2 - Tire Endurance Test</i>		48 hours (continuous testing)	
	3. Issue <i>Preliminary Report</i> for "Witnessing of Test"			
	4. Evaluation of Measurement Results		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
		Subtotal	4 days and 4 hours	

JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.3 Evaluate TSR	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office</i> or <i>Administrative Assistant 1, ATD-Division Head Office</i> Or <i>Authorized Contract of Service Personnel, ATD- Division Head Office</i>
	1.2 Advise customer to settle balance, if any.			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office</i> <i>or</i> <i>Administrative Assistant 1, ATD-Division Head Office</i> <i>Or</i> <i>Authorized Contract of Service Personnel, ATD- Division Head Office</i>
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the ATL personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		4 Days 5 Hours & 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy



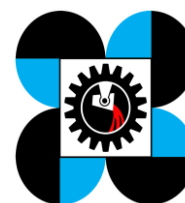
4. Auto-Parts Testing Services – Vibration Test

Vibration is a mechanical movement of oscillations that generates stress on the sample under test and is measured by acceleration.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1.	Vibration Tester	Sine Sweep Test RMS Random Transient Shock	Capacity: 10kN 92.7G (Bare table) 15.6G (Vertical table) 42.5G (Cubic Fixture) Frequency: 3~2000Hz

Note: Due to unavailability of the chamber/enclosure on the equipment, maximum capability can't be achieved.

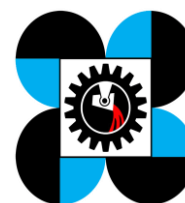
Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
Samples for Testing		Company requesting the test
Parameters of Vibration Testing		Company requesting the test
Appropriate Fixtures for the samples		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. Required parameters shall be within the capability of the available equipment 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> or <i>Science Research Specialist II, Physical Laboratories Section</i> or <i>Laboratory Technician I Physical Laboratories Section</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included Sign <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory and retain one copy. 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	- same as step 2 -



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDG Visitor's Pass	P300/ sample/hour/axis For Witnessing P 250/ TSR/Day	5 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
		<i>Subtotal</i>	1 hour and 10 minutes	



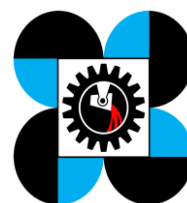
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If available fixtures of the Laboratory used in Vibration Testing do not fit in the sample submitted	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Test fixture for Fatigue Testing is fabricated with additional fees
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number. or For Clients who have requested for Witnessing: return on the scheduled date of witnessing	1.1 Set-up Fixtures of the samples for Vibration Test 1.2 Warm up Vibration Tester prior to the conduct of test and proceed with the test required for vibration test, i.e. Sine Sweep Test / Random Sweep / Transient Shock	None	2 days <i>Note: number of hours of exposure is 4hours.</i>	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Technician I, Physical Laboratories Section</i>
	1.3 Evaluation of Measurement/Test Results		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>



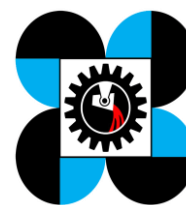
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	1.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
<i>Note: In the absence of standard test method, certificate/s will not be issued but print-out of equipment results will be given</i>				
		Subtotal	3 days	

JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client's employee Or Authorization Letter (Original Copy) if client's representative			Company stated in the TSR	
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier			Issued by the Laboratories upon acceptance of test jobs	
Official Receipt and Invoice, if any			MIRDC-Cashier	
Property Exit Slip			ATD-DHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.1 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1,</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	



4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the ATL personnel to release the sample/s to the customer	none	5 minutes	ATD- Division Head Office Or <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
		Subtotal	30 minutes	
		GRAND TOTAL	3 Days, 1 hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Processing Time of the Conduct of Test was based on 4 - hours exposure.	Auto-parts Testing Laboratory will add the same amount of processing time during the conduct of test for every 4hr exposure or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current facility and manpower capacity of Auto-parts Testing Laboratory.



B. Corrosion Laboratory

1. Corrosion Laboratory Testing Services - Complete Adhesion Tests of Dry-Film Organic Coatings on Metal Sheets

This service covers various destructive tests in assessing the adhesion and flexibility of paint coatings applied onto metal sheets. This includes bend, impact, tape and pencil hardness test.

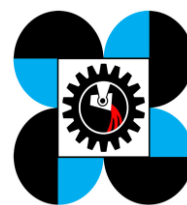
Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples for Testing		
1. Sample: One pc. with 1 ft. x width of the coil (W x L) dimension , with complete details such as description/specification, test requirements		Company requesting for testing
2 Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3 Company ID and a government issued ID		Company requesting for testing
4 For BPS endorsed samples: Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry - Bureau of Philippine Standards (DTI-BPS)
5 For students: Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
1. Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2. Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division
3. Original or Photocopy of Authorization Letter (for person other than the Company's representative)		Company requesting for testing
4. Company ID and a government issued ID		Company requesting for testing



JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative	none	20 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section</i> or <i>Science Research Specialist II, Corrosion Laboratory</i> or <i>Metals Technologist III, Corrosion Laboratory</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section</i> or <i>Science Research Specialist II, Corrosion Laboratory</i> or <i>Metals Technologist III, Corrosion Laboratory</i>



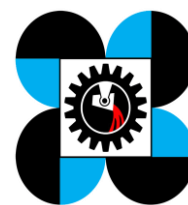
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Bend P 240.00/spl.	5 minutes	Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section
		Tape P 215.00/spl.		
		Impact P 300.00/spl.		
		Pencil Hardness 250.00/spl.		
		Other Fees: Witnessing 250.00/TSR		
		Note: Students can avail 20% discount on total cost Additional 30% on total cost for rush analysis on some parameters		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment	None	10 minutes	Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section
	4.2 Issue the Official Receipt			
CONDUCT OF TEST				
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flatten ing/Grinding/Pa int Removal) 5.2 Preparation of Stripping Solution	None	2 days	Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
For Clients who have requested for Witnessing: return on the scheduled date of witnessing	6.1 Conduct Testing of samples	None	3 days (for each type of adhesion test)	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.2 Evaluation of test results	None	2 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>
	6.3 Typing and printing of Test Certificate	None	1 hour	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.4 Checking and signing of test certificate	None	1 day	<i>Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>



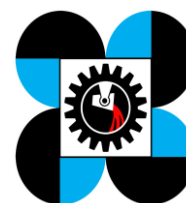
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.5 Sealing of Test Certificate	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
7. Proceed to ATD-DHO and submit the requirements	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
8. Proceed to Cashier and settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	<i>Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Laboratory's Receiving copy (Pink Copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1 or Administrative Assistant 1 or Authorized Contract of Service Personnel, ATD-DHO</i>
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
		TOTAL	6 days, 4 hours, and 45 minutes	



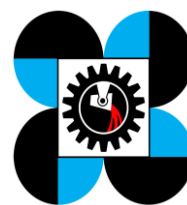
2. Corrosion Laboratory Testing Services – Complete Physical Tests for Plain and Prepainted Galvanized Sheets

This service covers a complete set of destructive tests assessing the following:

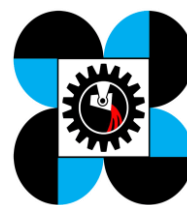
- a) Mass of Coating (MC) per unit area on plain and prepainted galvanized sheets and;
- b) The thickness, adhesion and flexibility of paint coatings applied onto metal sheets.

This includes paint thickness, bend, impact, tape and pencil hardness test.

Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples for Testing		
1. One (1) pc. with 1 ft. length x standard width of the coil dimension for Triple Spot or 1 pc. 1 ft. x 1 ft. (L x W) for Average Test, with complete details such as description/specification, test requirements		Company requesting for testing
2. Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3. Company ID and a government issued ID		Company requesting for testing
4. For BPS endorsed samples: (1) Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry - Bureau of Philippine Standards – (DTI-BPS)
5. For students: Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
2.1.(1) Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. (1) Company ID and (1) government issued ID		Company/Industry requesting for testing



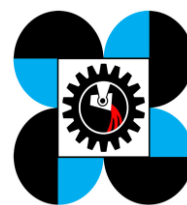
JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.	none	20 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	A. For GI Sheets Package 1 – Triple Spot MC, Bend Tests P 760/sample Package 2 – Averaging MC, Bend Tests P 670/sample B. For Prepainted Sheets Package 3 – Triple Spot MC, Paint Thick, Bend, Tape, Impact, Pencil Hardness Tests P2,075/sample Package 4- Averaging MC, Paint Thick. Bend, Tape, Impact, Pencil Hardness Tests P 2025/sample Other Fees: Witnessing P 250/TSR	5 minutes	Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section
		<i>Note: Students can avail 20% discount on total cost</i> <i>Additional 30% on total cost for rush analysis on some parameters</i>		



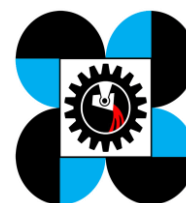
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment 4.2 Issue the Official Receipt	None	10 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
CONDUCT OF TEST				
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flattening/Grinding/Paint Removal) 5.2 Preparation of Stripping Solution	None	3 days	<i>Science Research Specialist II</i> , Corrosion Laboratory or <i>Metals Technologist III</i> , Corrosion Laboratory
For Clients who have requested for Witnessing: return on the scheduled date of witnessing.	6.1 Conduct all tests.	None	9 days	<i>Science Research Specialist II</i> , Corrosion Laboratory or <i>Metals Technologist III</i> , Corrosion Laboratory
	6.2 Computation of Results and Measurement of Uncertainty (MU)	None	2 hours	<i>Science Research Specialist II</i> , Corrosion Laboratory or <i>Metals Technologist III</i> , Corrosion Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.3 Evaluation of test results/MU	None	2 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>
	6.4 Typing and printing of Test Certificate	None	1 hour	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.5 Checking and signing of test certificate	None	1 day	<i>Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.6 Sealing of Test Certificate	None	5 minutes	<i>Production Planning Control Officer 1</i> ATD-DHO or <i>Administrative Assistant 1</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
7. Proceed to ATD-DHO and submit the requirements	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1</i> ATD-DHO or <i>Administrative Assistant 1</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
8. Proceed to Cashier and settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section

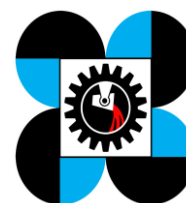


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
	TOTAL	Depends on the availed Test	12 days, 6 hours, and 45 minutes	

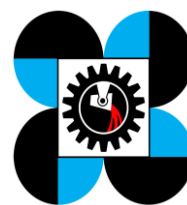
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy



3. Corrosion Laboratory Testing Services – Determination of Mass Coating (MC) per Unit Area for Plain/Prepainted GI Sheets and Plain Wires

This service covers the determination of mass of zinc or zinc-alloy coating per unit area on plain sheets, wires and pre-painted galvanized steel sheets based on dissolution/gravimetric method.

Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples		
1. Samples for Testing: 1.1 For Plain/Prepainted Sheets: Average MC: 1 pc 1ft x 1ft (L x W) Triple Spot MC: 1 pc with 1ft L x width (W) of the coil 1.2 For Wires: 1 meter long, with complete details such as description/specification, test requirements		Company requesting for testing
2. Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3. Company ID and a government issued ID		Company requesting for testing
4. For BPS endorsed samples: (1) Photocopy of BPS Request for Test for each laboratory		Bureau of Philippine Standards (BPS) – Department of Trade and Industry (DTI)
5. For students: Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
1. Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2. Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division
3. Original copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
4. Company ID and any government issued ID		Company requesting for testing



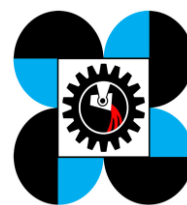
JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.	none	20 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	For Averaging MC (in PHP)	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II,</i> Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
		GI Sheets 430/ spl.		
		Pre-painted GI Sheets 540/ spl.		
		GI Wires P420/spl.		
		For Triple Spot MC (in PHP)		
		GI Sheets 520/ spl.		
		Pre-painted GI Sheets 590/ spl.		
		Other Fees: Witnessing 250/TSR		
		<i>Note:</i> <ul style="list-style-type: none">• <i>Students can avail of 20% discount on total cost.</i>• <i>Additional 30% on total cost for rush analysis on some parameters</i>		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment	None	5 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
	4.2 Issue the Official Receipt			



CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number as reference. or For Clients who have requested for Witnessing: return on the scheduled date of witnessing	5.1 Conduct sample preparation (Cutting/Flattening/Grinding/Paint Removal)	None	2 days	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	5.2 Preparation of Stripping Solution			<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	5.3 Conduct Testing of samples	None	3 days	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.1 Computation of Results and Measurement of Uncertainty (MU)	None	2 hours	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.2 Evaluation of test results/MU	None	2 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>



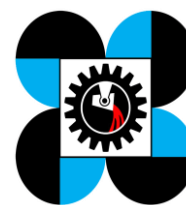
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.3 Typing and printing of Test Certificate	None	1 hour	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.4 Checking and signing of test certificate	None	1 day	<i>Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>
	6.5 Sealing of Test Certificate	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>



JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
7. Proceed to ATD-DHO and submit the requirements.	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
8. Proceed to Cashier to settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	10 minutes	<i>Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section</i>
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>



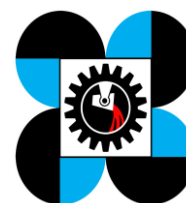
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	
		TOTAL	6 days, 6 hours, and 35 minutes	



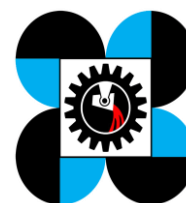
4. Corrosion Laboratory Testing Services – Salt Spray Testing of Metals and Metal Products

This service provides relative information utilized from metal/metal products exposed in a controlled corrosive (marine) environment.

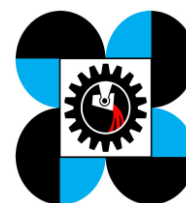
Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples for Testing		
1. The sample must be not bigger than the salt spray chamber with 50" x 29" x 25" (LxWxH) dimension, with complete details such as description/specification, test requirements		Company requesting for testing
2. Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3. Company ID and a government issued ID		Company/Industry requesting for testing
4. For BPS endorsed samples: (1) Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry - Bureau of Philippine Standards (DTI-BPS)
1.5 For students: (1) Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
1. Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2. Original or Photocopy of issued Official Receipt		MIRDC Cashier
3. Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
4. Company ID and a government issued ID		Company requesting for testing



JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.	none	20 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



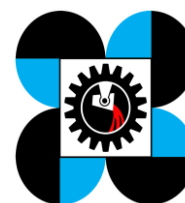
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	A. For the First Sample: A.1 Weekday P2,410/24hrs A.2 Weekend P3,060/24hrs* (*applicable for requests beyond 96 hours) B. Additional Sample P300/sample C. Other Fees (optional) C.1 Photo P 80/shot C.2 Witnessing P 250/TSR	5 minutes	Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section
		Note: Students can avail 20% discount on total cost Additional 30% on total cost for rush analysis on some parameters		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment 4.2 Issue the Official Receipt	None	10 minutes	Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section



CONDUCT OF TEST				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference. For Clients who have requested for Witnessing: return on the scheduled date of witnessing	5.1 Conduct sample preparation (Cutting/Flattening/Grinding/Sealing of Holes, rough edges etc.)	None	2 day	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.1 Conduct Testing of samples	None	4 days (for up to 72-hour test request)	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.2 Evaluation of test results	None	2 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>
	6.3 Typing and printing of Test Certificate and photos.	None	2 hours	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.4 Checking and signing of test certificate	None	1 day	Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory
	6.5 Sealing of Test Certificate	None	5 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
7. Proceed to ATD-DHO and submit the requirements	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO

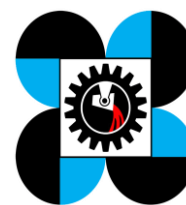


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
8. Proceed to Cashier and settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	<i>Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section</i>
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO</i>
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<i>or Authorized Contract of Service Personnel, ATD-DHO</i>
		TOTAL	7 days 5 hours, and 45 minutes	

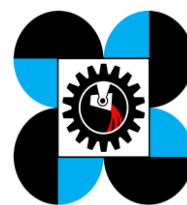
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
The above processing time of the conduct of test is based on the 72-hour test exposure.	The laboratory will add appropriate processing time for the conduct of the test for every additional hours of exposure time.	ATD-DHO Centralized Receiving Area	Salt spray test is conducted on a scheduled basis due to availability of machine, personnel and time of submission of sample/s.



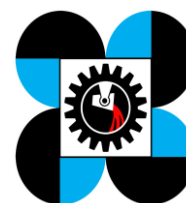
5. Corrosion Laboratory Testing Services – Thickness Determination of Dry-Film Organic Coatings on Metal Sheets

This service covers the thickness measurement of dried organic film coatings like paint, varnish, lacquer on metal sheets using micrometer.

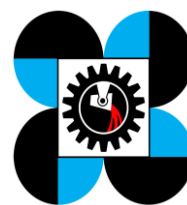
Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples for Testing		
1. One piece of sample with at least 3" x 6" dimension with complete details such as description/specification, test requirements		Company requesting for testing
2. Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3. Company ID and a government issued ID		Company requesting for testing
4 For BPS endorsed samples: Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry -Bureau of Philippine Standards (DTI-BPS)
5 For students: (1) Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
1.Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2. Original or Photocopy of issued Official Receipt		MIRDC Cashier
3. Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
4. Company ID and any government issued ID		Company requesting for testing



JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.	none	20 minutes	Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Thickness Test P480/spl Other Fees: Witnessing P250/ TSR	10 minutes	Administrative Officer IV, Financial Management Section
		Note: Students can avail 20% discount on total cost Additional 30% on total cost for rush analysis on some parameters		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment	None	5 minutes	Administrative Officer V, Administrative and General Services Section
	4.2 Issue the Official Receipt			
CONDUCT OF TEST				
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference. For Clients who have requested for Witnessing: return on the scheduled date of witnessing	5.1 Conduct sample preparation (Cutting/Flattening/Grinding)	None	1 day	Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory
	6.1 Conduct Testing of samples	None	3 days	Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.2 Computation of Results and Measurement of Uncertainty (MU)	None	3 hours	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.3 Evaluation of test results/MU	None	3 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>
	6.4 Typing and printing of Test Certificate	None	1 hour	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



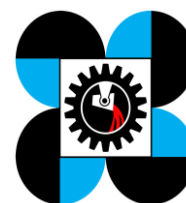
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.5 Checking and signing of test certificate	None	1 day	Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory
	6.6 Sealing of Test Certificate	None	5 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
7. Proceed to ATD-DHO and submit the requirements	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
8. Proceed to Cashier's Office to settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	10 minutes	<i>Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section</i>
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed the Laboratory's Receiving copy (Pink Copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	



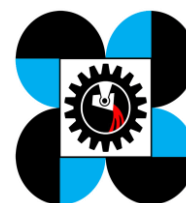
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	
		TOTAL	6 days, 40 minutes	



6. Corrosion Laboratory Testing Services – Thickness Determination of Metallic Coatings on Various Base Metals

This procedure covers the thickness measurement of metallic coating applied on various base metals using either magnetic induction or coulometric method.

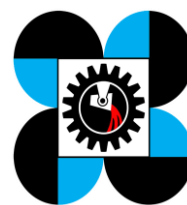
Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Submission of Samples for Testing		
1. Samples for testing (<i>must have flat surface with minimum width/diameter of 20 mm</i>) with complete details such as description/specification, test requirements		Company requesting for testing
2. Original Copy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
3. Company ID and a government issued ID		Company requesting for testing
4. For BPS endorsed samples: (1) Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry - Bureau of Philippine Standards (DTI-BPS)
5 For students: (1) Original or Photocopy Letter of Request for Discount and School ID		School/University where the student is enrolled
B. Claiming of Test Certificates		
1. Original or Photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Corrosion Laboratory
2. Original or Photocopy of issued Official Receipt		MIRDC Cashier
3. Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
4. Company ID and a government issued ID		Company/Industry requesting for testing



JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents 1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.	none	20 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub/ 2.2 Update Google Monitoring Sheet 2.3 Label sample/s submitted according to TSR	none	10 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Coulometric Single Layer P570/spl. Additional Layer P300/layer	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
		Magnetic Induction P550/spl. Other Fees: Witnessing P250/TSR		
		Note: Students can avail 20% discount on total cost Additional 30% on total cost for rush analysis on some parameters		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment	None	10 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
	4.2 Issue the Official Receipt			
CONDUCT OF TEST				
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flatte ning/Grinding/ Paint Removal)	None	1 working day	<i>Science Research Specialist II</i> , Corrosion Laboratory or <i>Metals Technologist III</i> , Corrosion Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
For Clients who have requested for Witnessing: return on the scheduled date of witnessing	6.1 Conduct Testing of samples	None	1 day	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.2 Computation of Results and Measurement of Uncertainty (MU)	None	2 hours	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.3 Evaluation of test results/MU	None	2 hours	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory</i>
	6.4 Typing and printing of Test Certificate	None	1 hour	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>



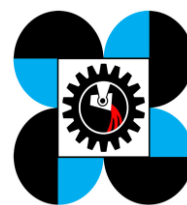
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.5 Checking and signing of test certificate	None	1 day	Chief Science Research Specialist, ATD and Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory
	6.6 Sealing of Test Certificate	None	5 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
JOB RELEASING, CLAIMING OF CERTIFICATE AND TEST SAMPLES				
7. Proceed to ATD-DHO and submit the requirements	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
8. Proceed to Cashier and settle balance.	8. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip 10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	15 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	<i>Production Planning Control Officer 1</i> ATD-DHO or <i>Administrative Assistant 1</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR	none	5 minutes	
		TOTAL	3 days, 6 hours, and 45 minutes	



C. Mechanical Metallurgy Laboratory

1. Mechanical Metallurgy Laboratory Testing Services - Axial Tension Test

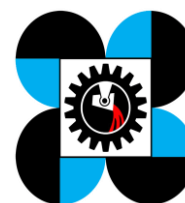
Axial Tension Test is a test used to measure the maximum tensile load capacity of threaded fasteners.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (big samples)	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (for small samples)	Capacity (max): 50kN
3	Digital Caliper	Major Diameter Measurement	Capacity: 0-150mm Resolution: 0.01mm
4	Vernier Caliper	Major Diameter Measurement	Capacity: 0-300mm Resolution: 0.05mm
5	Optical Projector	Minor Diameter Measurement	Capacity: Up to 40 mm Resolution: 0.01mm

Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark, Request For Test		DTI- Bureau of Product Standards
Sample specimen		Company requesting the test
Sample/s Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes <i>Note: maximum of 20 samples only for the specified time</i>	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> or <i>Sr. Science Research Specialist, Physical Laboratories Section</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included, and sign the <i>Conforme</i> in both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory and retain one copy for the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes <i>Note: maximum of 20 samples only for the specified time</i>	<i>Science Research Specialist II, Physical Laboratories Section</i> or <i>Laboratory Inspector II, Physical Laboratories Section</i> or <i>Laboratory Technician I, Physical Laboratories Section</i>

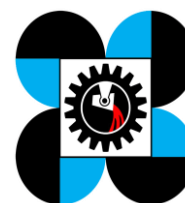


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section or Administrative Officer V Financial Management Section</i>
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	1. Tension Test Bolts (Axial/ Wedge) P390/sample 2. Sectioning Cost a. Up to 1 in ² P 160/sample b. 1-04 in ² P 220/sample 3. Photo P80/photo 4. Witnessing P250/TSR/ day	5 minutes	<i>Administrative Officer V, Administrative and General Services, Section or Administrative Officer II, Administrative and General Services, Section</i>
		<i>Sub-total</i>	1 hour and 10 minutes	

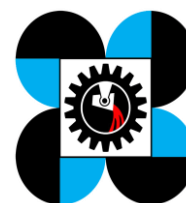


SITUATION	ACTION	LOCATION OF ACTION	REMARKS
When there is no available test jig/fixture in the laboratory	Customer shall provide the required test jig/fixture	Preferred machine shop of the customer	1. Available fixture conforms to ASTM Standards. 2. The customer supplied fixture can be retrieved after the test.
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.	1. Conduct sample preparation 1.1 Cutting 1.2 Tagging	None	4 hours Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
or For Witnessing of Test: Witness Test at scheduled date	2. Testing of sample/s 2.1 Equipment warm-up 2.2 Equipment Test-set-up (Installation of appropriate test jigs) 2.3 Axial/Wedge Tension Testing 2.4 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"		1 Day <i>Note: maximum of 20 samples only for the specified time</i>	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
	3. Evaluation of Measurement Results		4 hours <i>Note: maximum of 20 samples only for the specified time</i>	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours Note: <i>maximum of 20 samples only for the specified time</i>	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	2 days and 4 hours	

TABLE OF TESTING FEES	
1. Tension Test	
1.1 Bolts (Axial/Wedge)	PhP 390/sample
2. Sectioning Cost	
2.1 Up to 1 in ²	PhP 160/sample
2.2 1-04 in ²	PhP 220/sample
3. Photo	PhP 80/photo
4. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID for client's employee, or Original copy of Authorization Letter if client's representative	Company stated in the TSR
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier	Issued by the Laboratories upon acceptance of test jobs
Official Receipt and Invoice, if any	MIRDC-Cashier
Property Exit Slip	ATD-DHO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.4 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	TOTAL		2 days, 5 hours and 40 minutes	



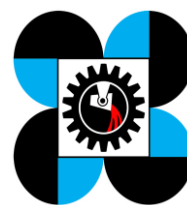
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Processing Time of the Conduct of Test was based on the 20 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



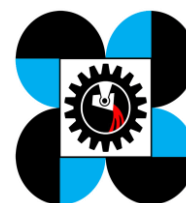
2. Mechanical Metallurgy Laboratory Testing Services - Complete Physical Tests of Equal Leg Angle Steel Bar

Complete Physical Test is a measure to check the physical and mechanical properties of an equal leg angle steel bar in accordance with standard specification (PNS 657). Complete physical test includes dimensional measurement, camber, out of square, variation in mass and tension test.

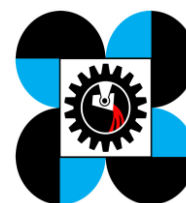
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (for standard and thick samples)	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (for thin samples)	Capacity (max): 50kN
3	Bevel Protractor	Out of Square	Capacity: 0-180 deg. Resolution: 5 arc min
4	Digital Micrometer	Thickness measurement	Capacity: 0-25mm Resolution: 0.001mm
5	Digital Caliper	Width, gage length measurement	Capacity: 0-150mm Resolution: 0.01mm
6	Vernier Caliper	Gage length measurement	Capacity: 0-300mm Resolution: 0.05mm
7	Steel Rule	Length measurement	Capacity: 0-1 000mm Resolution: 1 mm
8	Top Loading Balance	Weight	Capacity: 0-20 kg Resolution: 2g
9	Digital Weighing Scale	Weight	Capacity: 0-300 kg Resolution: 100g
10	Straight Edge	Straightness	Capacity: 0-2 000 mm



Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section Or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section

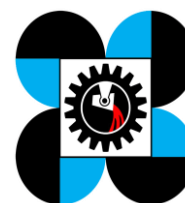


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included.</p> <p>Sign the <i>Conforme</i> in both copies of the TSR.</p>	<p>2.1 Sign the Laboratory Representative at the bottom portion of both TSR.</p> <p>Note: A copy of the TSR shall remain at the laboratory</p> <p>2.2 Update Sample List Sheet</p> <p>2.3 Label sample/s submitted according to the TSR information</p>	None	<p>30 minutes</p> <p>Note: maximum of 20 samples only for the specified time</p>	<p><i>Supervising Science Research Specialist, Physical Laboratories Section</i> or <i>Sr. Science Research Specialist, Physical Laboratories Section</i> or <i>Science Research Specialist II, Physical Laboratories Section</i> Or <i>Laboratory Inspector II, Physical Laboratories Section</i> or <i>Laboratory Technician I, Physical Laboratories Section</i></p>
<p>3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment</p>	<p>3.1 Received and Review the TSR</p> <p>3.2 Issue Order of Payment</p>	none	5 minutes	<p><i>Administrative Officer IV, Financial Management Section</i> or <i>Administrative Assistant II, Financial Management Section</i> or <i>Administrative Officer V Financial Management Section</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	See Table of Testing Fees	5 minutes	Administrative Officer V Administrative and General Services, Section or Administrative Officer II Administrative and General Services, Section
		Subtotal	1 hour and 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Samples are machined to specified dimensions as per standard. Additional fees are required.
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number. or For Witnessing of Test: Witness Test as scheduled date	1. Conduct sample preparation 1.1 Cutting 1.2 Tagging	None	1 Day 4 hours Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
	2. Testing of sample/s 2.1 Variation in Mass 2.2 Dimensional Measurement 2.3 Out of Square 2.4 Tension Testing 2.5 Camber 2.6 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"		3 days Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	3. Evaluation of Measurement Results		1 day Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	6 days	



TABLE OF TESTING FEES

1. Complete Physical Test for Angle Bars	
1.1 Tension Using Shimadzu 2000kN	PhP 205/sample
1.2 Tension Using Shimadzu 50kN	PhP 390/sample
1.3 Dimension Test	PhP 230/sample
1.4 Out of square Test	PhP 205/sample
1.5 Test of Camber	PhP 185/sample
1.6 Variation in Mass	PhP 50/sample
2. Photo	PhP 80/ photo
3. Payment for Courier Service	PhP 120/TSR
4. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client's employee, or Original copy of Authorization Letter if client's representative			Company stated in the TSR	
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier			Issued by the Laboratories upon acceptance of test jobs	
Official Receipt and Invoice, if any			MIRDC-Cashier	
Property Exit Slip			ATD-DHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.5 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1,
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	



4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer		5 minutes	ATD- Division Head Office Or <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
	GRAND TOTAL		6 Days, 1 hour and 40 minutes	

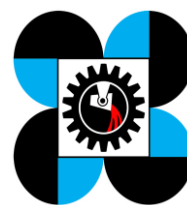
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 20 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



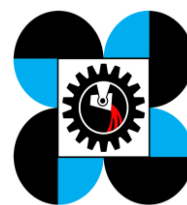
3. Mechanical Metallurgy Laboratory Testing Services - Complete Physical Tests of Reinforcing Steel Bars

Complete Physical Test is a measure to check the physical and mechanical properties of a rebar in accordance with standard specification (PNS 49). Complete physical test includes deformation measurement, variation in mass, tension and bend tests.

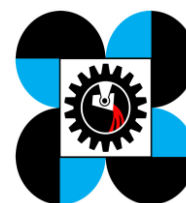
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (10-40mmØ), Bending	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (6,7 and 8mm Ø)	Capacity (max): 50kN
3	Digital Caliper	Gage length measurement	Capacity: 0-150mm Resolution: 0.01mm
4	Vernier Caliper	Gage length measurement	Capacity: 0-300mm Resolution: 0.05mm
5	Steel Rule	Length measurement	Capacity: 0-1 000mm Resolution: 1 mm
6	Digital Weighing Scale	Mass	Capacity: 0-20 kg Resolution: 2g Capacity: 0-300 kg Resolution: 100g



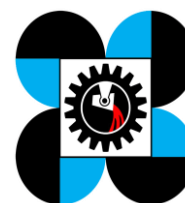
Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> or <i>Sr. Science Research Specialist, Physical Laboratories Section</i> or <i>Science Research Specialist II, Physical Laboratories Section</i> or <i>Laboratory Inspector II, Physical Laboratories Section</i> or <i>Laboratory Technician I, Physical Laboratories Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included.</p> <p>Sign the <i>Conforme</i> in both copies of the TSR.</p>	<p>2.1 Sign the Laboratory Representative at the bottom portion of both TSR.</p> <p>Note: A copy of the TSR shall remain at the laboratory</p> <p>2.2 Update Sample List Sheet</p> <p>2.3 Label sample/s submitted according to the TSR information</p>	None	<p>30 minutes</p> <p>Note: maximum of 20 samples only for the specified time</p>	<p><i>Supervising Science Research Specialist, Physical Laboratories Section</i></p> <p>or</p> <p><i>Sr. Science Research Specialist, Physical Laboratories Section</i></p> <p>or</p> <p><i>Science Research Specialist II, Physical Laboratories Section</i></p> <p>or</p> <p><i>Laboratory Inspector II, Physical Laboratories Section</i></p> <p>or</p> <p><i>Laboratory Technician I, Physical Laboratories Section</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	5minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number. or For Witnessing of Test: Witness Test as scheduled date	1. Conduct sample preparation 1.1 Cutting 1.2 Tagging	None	1 day & 4 hours Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II</i> <i>Physical Laboratories Section or Laboratory Technician I</i> <i>Physical Laboratories Section</i>
	2. Testing of sample/s 2.1 Variation in Mass 2.2 Deformation Measurement 2.3 Punch Marking		2 day Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II</i>



	2.4 Tension Testing 2.5 Bend Testing 2.6 Issue <i>Preliminary Test Report</i> for “Witnessing of Test”			Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	3. Evaluation of Measurement Results		1 day Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II Mechanical Metallurgy Laboratory</i>



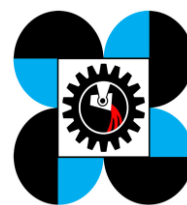
TABLE OF TESTING FEES	
1. Tension Test	
1.1 Using Shimadzu 2000kN	
1.1.1 Plate/Cylinder/Round Bars	
1.1.1.1 For ($\leq 1000\text{mm}^2$)	PhP 205/sample
1.1.1.2 For 1000-1500mm ²	PhP 335/sample
1.1.1.3 For $\geq 1500\text{mm}^2$	PhP 670/sample
1.2 Using Shimadzu 50kN	PhP 390/sample
2. Bend Test	
2.1 Plate/Cylinder/Rebar	PhP 190/sample
3. Variation in Mass	PhP 50/sample
4. Deformation Measurement	PhP 50/sample
5. Variation in Mass	PhP 50/sample
6. Photo	PhP 80/photo
7. Payment for Courier Service	PhP 120/TSR
8. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.6 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
	GRAND TOTAL		5 Days, 5 Hours and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 20 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



4. Mechanical Metallurgy Laboratory Testing Services - Complete Physical Tests of Wires

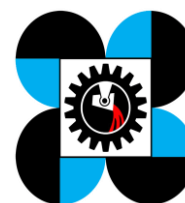
Complete Physical Test is measure to check the physical and mechanical properties of a wire in accordance with standard specification (PNS 113). Complete physical test includes dimensional measurement, physical appearance, torsion, wind and tension tests.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (50kN)	Tension Testing (6,7 and 8mm Ø)	Capacity (max): 50kN
2	Digital Caliper	Gage length measurement	Capacity: 0-150mm Resolution: 0.01mm
3	Vernier Caliper	Gage length measurement	Capacity: 0-300mm Resolution: 0.05mm
4	Torsion Tester	Torsion	Capacity: up to 13mm Ø Wires
5	Wind Tester	Wind	Capacity: up to 13mm Ø Wires

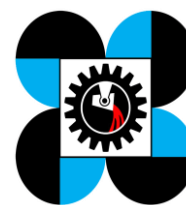
Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark, Request For Test		DTI- Bureau of Product Standards
Sample specimen		Company requesting the test
Sample/s Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign the <i>Conforme</i> in both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section</i>

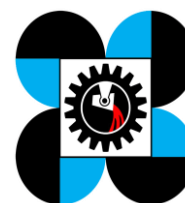


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		<i>Subtotal</i>	1 hour and 10 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number. or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p>	<p>1. Conduct sample preparation</p> <p>1.1 Cutting</p> <p>1.2 Tagging</p>	None	<p>4 hours</p> <p>Note: maximum of 20 samples only for the specified time</p>	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number. or For Witnessing of Test: Witness Test as scheduled date	2. Testing of sample/s 2.1 Tension Tests 2.2 Physical Appearance 2.3 Dimension Test 2.4 Torsion Testing 2.5 Winding Test 2.6 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"		1 Day, 2 hours and 30 minutes Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist, Physical Laboratories Section</i> <i>or</i> <i>Science Research Specialist II, Physical Laboratories Section</i> <i>and</i> <i>Laboratory Inspector II Physical Laboratories Section</i> <i>or</i> <i>Laboratory Technician I Physical Laboratories Section</i>
	3. Evaluation of Measurement Results		1 Day Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> <i>and</i> <i>Sr. Science Research Specialist, Mechanical Metallurgy Laboratory</i> <i>or</i> <i>Science Research Specialist II of Mechanical Metallurgy Laboratory</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 Day Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	3 days, 6 hours and 30 minutes	

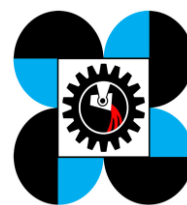
TABLE OF TESTING FEES	
1. Complete Physical Tests for Wires	
1.1 Tension Using 50kN UTM	PhP 390/sample
1.2 Physical Appearance	PhP 125/sample
1.3 Dimension Test	PhP 300/sample
1.4 Torsion Test	PhP 225/sample
1.5 Winding Test	PhP 225/sample
2. Photo	PhP 80/photo
3. Courier Charge	PhP 120/TSR
4. Witnessing	PhP 250/TSR/day



Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client's employee, or Original copy of Authorization Letter if client's representative			Company stated in the TSR	
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier			Issued by the Laboratories upon acceptance of test jobs	
Official Receipt and Invoice, if any			MIRDC-Cashier	
Property Exit Slip			ATD-DHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.7 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	Grand Total		4 days and 10 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 20 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



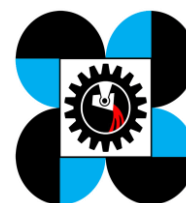
5. Mechanical Metallurgy Laboratory Testing Services - Hardness Test

Hardness Test is a quantitative measure of the resistance of a material to indentation.

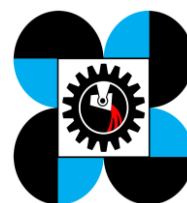
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Brinell Hardness Tester	Brinell Hardness Test	Applied Load: 500kg, 1500kg and 3000 kg Load
2	Brinell Scope	Indentation Diameter measurement	Capacity: 0-6mm Resolution: 0.1mm
3	Rockwell Hardness Tester	Rockwell Hardness Test	Hardness Scales: HRA, HRB, HRC, HR15T, HR30T, HR45T, HR15N, HR30N, HR45T
4	Vickers Hardness Tester	Vickers Hardness Test	Applied Load: 1kg - 50kgs
5	Micro-hardness Tester	Microvickers Hardness Test MicroKnoop Hardness Test	Applied Load: 10gf - 1000gf
6	Portable Microdur Hardness Tester	Ultrasonic Contact Impedance (UCI) Hardness Test	Applied Load: 5kgs



Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical
2. Review carefully the contents of TSR and ensure that all the requirements for	2.1 Sign the Laboratory Representative at the bottom portion of both TSR.	None	30 minutes Note: maximum of 20 samples only	

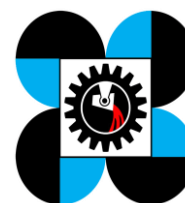


the requested test services are included. Sign the <i>Conforme</i> in both copies of the TSR.	Note: A copy of the TSR shall remain at the laboratory. 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information		for the specified time	Laboratories Section or <i>Laboratory Technician I</i> , Physical Laboratories Section
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section



	4.3 Stamp TSR with "PAID" and return to customer			
	4.4 Sign MIRDC Visitor's Pass			
		<i>Subtotal</i>	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of Technical Services Solution (TSS) / Physmet	Technical Services Solution (TSS) / Physmet Lab	Samples are prepared in accordance with the standard. Additional fees are required.
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client requires on-site testing	Client shall ensure that all terms and conditions for in-plant jobs are met. Coordinate with the laboratory for the scheduled in-plant job.	ATD-DHO Centralized Receiving Area	1. Brinell and UCI Hardness Tests are available for the on-site testing. 2. Additional fees are required. See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p> <p>or</p> <p>For In-Pant Jobs: Conduct on-site as scheduled date</p>	<p>1. Conduct sample preparation</p> <p>1.1Cutting</p> <p>1.2Tagging</p> <p>1.3Grinding</p>	None	1 hour 30 minutes Per sample	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>
	<p>2. Testing of sample/s</p> <p>2.1 Equipment warm-up</p> <p>2.2 Verification of Equipment</p> <p>2.3 Hardness Testing</p> <p>2.4 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"</p>		3 hours 30 minutes Per 20 indentations	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>



<p>Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.</p>	3. Evaluation of Measurement Results		1 hour 30 minutes per 20 indentations	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 hour 30 minutes per 20 indentations	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory Or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	1 day	

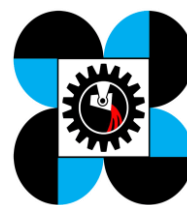


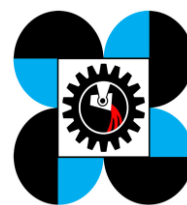
TABLE OF TESTING FEES	
1. Hardness Test	
1.1 Rockwell, 5 Indentations	PhP 140
1.2 Brinell, 2 Indentations	PhP 180
1.3 Vickers, 5 Indentations	PhP 240
1.4 Micro Vickers, 1 Indentation	PhP 270
1.5 Microdur, 5 Indentations	PhP 180
2. Grinding	PhP 85
3. Sectioning Cost	
3.1 Up to 1 in ²	PhP 160
3.2 1-4 in ²	PhP 220
4. Photo	PhP 80/photo
5. In-plant Jobs (for 2 personnel)	
5.1 Within Metro Manila	PhP 2000/day
5.2 Outside Metro Manila	PhP 3000/day
6. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.8 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1,



2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		1 Day, 1 Hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 20 indentations on 1 sample to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 indentations on 1 sample or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



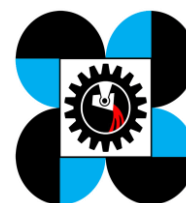
6. Mechanical Metallurgy Laboratory Testing Services - Tension Testing

Tension Test – mechanical test conducted in a material to determine its tensile properties; i.e. Tensile strength, Yield Strength, Percent Elongation and Reduction of Area as applicable.

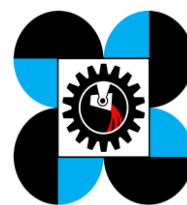
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (for standard and big samples)	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (for sheets)	Capacity (max): 50kN
3	Universal Testing Machine (10kN)	Tension Testing (for wires and small samples)	Capacity (max): 10kN
4	Digital Micrometer	Thickness measurement (for sheets)	Capacity: 0-25mm Resolution: 0.001mm
5	Digital Caliper	Width, diameter and gage length measurement	Capacity: 0-150mm Resolution: 0.01mm
6	Vernier Caliper	Gage length measurement	Capacity: 0-300mm Resolution: 0.05mm



Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II
2. Review carefully the contents of TSR and ensure that all the requirements for the requested	2.1 Sign the Laboratory Representative at the bottom portion of both TSR.	None	30 minutes Note: maximum of 20 samples only for the specified time	

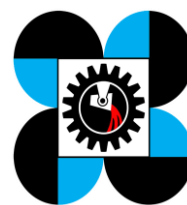


test services are included. Sign the <i>Conforme</i> in both copies of the TSR.	Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information			Physical Laboratories Section
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and	See <i>Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section



	return to customer			
	5.4 Sign MIRDC Visitor's Pass			
		<i>Subtotal</i>	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Samples are machined to specimen as per standard in case full size testing is not possible.
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p>	<p>1. Conduct sample preparation</p> <p>1.1 Tagging 1.2 Cutting 1.3 Gauge Marking</p>	None	<p>2 days & 4 hours</p> <p>Note: maximum of 20 samples only for the specified time</p>	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>
	<p>2. Testing of sample/s</p> <p>2.1 Equipment warm-up</p> <p>2.2 Dimensional Measurements (Diameter/ Thickness/Width)</p> <p>2.3 Tension Testing</p> <p>2.4 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"</p>		<p>1 day</p> <p>Note: maximum of 20 samples only for the specified time</p>	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	3. Evaluation of Measurement Results		4 hours Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II, Mechanical Metallurgy Laboratory</i>
		Subtotal	4 days 4 hours	

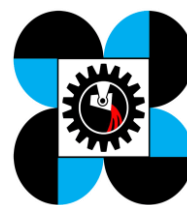
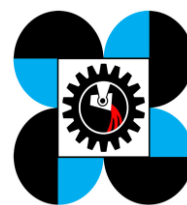


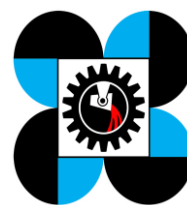
TABLE OF FEES	
	FEE
1. Tension Test	
1.1 Using Shimadzu UTM 2000kN	
1.1.1 Plate/Cylinder/Round Bars	
1.1.1.1 For ($\leq 1000\text{mm}^2$ sectional area)	PhP 205/sample
1.1.1.2 For ($1000\text{-}1500\text{mm}^2$ sectional area)	PhP 335/sample
1.1.1.3 For ($>1500\text{mm}^2$ sectional area)	PhP 670/sample
1.1.2 Bolts (Axial/Wedge)	PhP 375/sample
1.1.3 Guy Wire	PhP 390/sample
1.2 Using Shimadzu 50kN	PhP 390/sample
1.2.1 Bolts (Axial/Wedge)	PhP 390/sample
2. Sample Preparation	
2.1 Notching	PhP 125/sample
2.2 Oxy-acetylene cutting	PhP 50/sample
2.3 Grinding	PhP 85/sample
3. Sectioning Cost	
3.1 Upto 1in^2	PhP 160/sample
3.2 $1\text{-}4\text{ in}^2$	PhP 220/sample
4. Photo	PhP 80/photo
5. Witnessing	PhP 250/TSR/day



Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.1 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		4 days, 5 hours and 40 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 20 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 20 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory

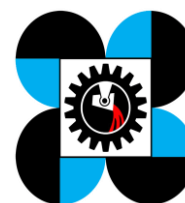


7. Mechanical Metallurgy Laboratory Testing Services - Tests of Nails

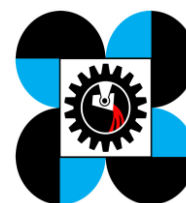
Testing of nails— a measure to check the dimension and mechanical properties of a nail in accordance with standard specification (PNS 136). Test includes dimensional measurement, tension and bend tests.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (50kN)	Tension Testing, Bending	Capacity (max): 50kN
2	Digital Caliper	Diameter and length measurement	Capacity: 0-150mm Resolution: 0.01mm
3	Optical Projector	Length and angle measurement	Capacity: 0-360 deg Resolution: 0.33 deg Capacity: 0-40mm Resolution: 0.01mm

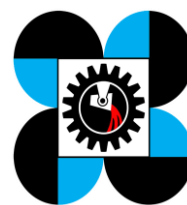
Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark, Request For Test		DTI- Bureau of Product Standards
Sample/s specimen		Company requesting the test
Sample/s Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.</p>	<p>1.1 Evaluate sample/s and check required parameters for testing.</p> <p>1.2 Receive the required documents, as necessary</p> <p>1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS</p>	None	<p>30 minutes</p> <p>Note: maximum of 36 samples only for the specified time</p>	<p><i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section</i></p>
<p>2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included.</p> <p>Sign the <i>Conforme</i> in both copies of the TSR.</p>	<p>2.1 Sign the Laboratory Representative at the bottom portion of both TSR.</p> <p>Note: A copy of the TSR shall remain at the laboratory</p> <p>2.2 Update Sample List Sheet</p> <p>2.3 Label sample/s submitted according to the TSR information</p>	None	<p>30 minutes</p> <p>Note: maximum of 36 samples only for the specified time</p>	

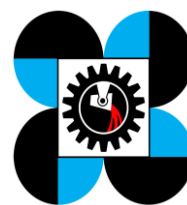


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		Subtotal	1 hour 10 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/trackings/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p>	1. Conduct sample preparation	None	4 hours Note: maximum of 36 samples only for the specified time	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
	1.1 Cutting 1.2 Tagging			
	2. Testing of sample/s		2 days Note: maximum of 36 samples only for the specified time	<i>Sr. Science Research Specialist, Physical Laboratories Section or</i>
	2.1 Dimensional Measurement 2.2 Tension Test			



	<p>2.3 Bend Test</p> <p>2.4 Issue <i>Preliminary Test Report</i> for “Witnessing of Test”</p>			<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>
<p>Tract the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.</p>	<p>3. Evaluation of Measurement Results</p>		<p>1 day Note: maximum of 36 samples only for the specified time</p>	<p><i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i></p>



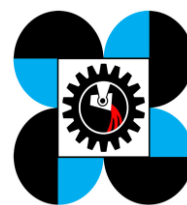
Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day Note: maximum of 36 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Mechanical Metallurgy Laboratory Or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	4 days 4 hours	

TABLE OF TESTING FEES	
1. Test on Nails	
1.1 Tension Test (Using Shimadzu 50kN)	PhP 390/sample
1.2 Bend Test	PhP 190/sample
1.3 Dimensional for Nails	PhP 350/sample
4. Photo	PhP 80/photo
5. Courier Charge	PhP 120/TSR
6. Witnessing	PhP 250/TSR/day

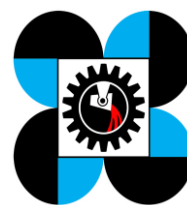
Job Releasing, Claiming of Certificate and Test Samples	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID for client's employee, or Original copy of Authorization Letter if client's representative	Company stated in the TSR
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier	Issued by the Laboratories upon acceptance of test jobs
Official Receipt and Invoice, if any	MIRDC-Cashier
Property Exit Slip	ATD-DHO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.9 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1,</i> ATD- Division Head Office <i>or</i> <i>Administrative Assistant 1,</i> ATD-Division Head Office <i>or</i> <i>Administrative Assistant 1,</i> ATD- Division Head Office <i>Or</i> <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal		
	GRAND TOTAL		4 Days, 5 Hours and 40 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on the 36 samples to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every 36 samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



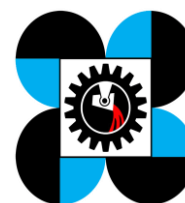
8. Mechanical Metallurgy Laboratory Testing Services - Test on LPG Cylinders for Requalification

Definition of Terms:

Air Leak Test – a test for pipes / cylinders where sample is pressurized using air and then submerged in water to determine any leakage.

Hydrostatic Test - a test for pipes / cylinders where sample is pressurized using water up to the specified pressure while monitoring the expansion volume. Permanent increase in volume is determined during this test.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Air Compressor	Air Leak	Capacity: Up to 150 psi
2	Vernier Caliper	Diameter and Height measurement	Capacity: 0-300mm Resolution: 0.05mm
3	Digital Weighing Scale	Mass	Capacity: 0-300 kg Resolution: 100g
4	Manual Pump	Hydrostatic Test	Capacity: Up to 25 MPa
5	Burets	Permanent Expansion	Capacity: 500ml Resolution: 10 ml Capacity: 50ml Resolution: 0.1 ml

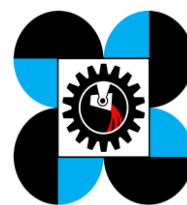


Division:	Analysis and Testing Division – Physical Laboratories Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government
Who may avail:	All

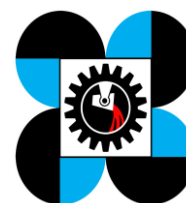
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative	Company requesting the test
For client's securing PS Mark, Request For Test	DTI- Bureau of Product Standards
Sample specimen	Company requesting the test
Sample/s Complete Specifications	Company requesting the test
Payment (Company Check / Cash)	Company requesting the test

Stage 1: JOB ENTRY AND SUBMISSION OF SAMPLE/S

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II,</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested	2.1 Sign the Laboratory Representative at the bottom portion of both TSR.	None	30 minutes Note: maximum of 20 samples only for the specified time	



test services are included. Sign in the <i>Conforme</i> to all the information stated in both copies of the TSR.	Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information			Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General



	"PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass			Services, Section
		<i>Subtotal</i>	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If available fixtures of the Laboratory do not fit in the sample submitted	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Test fixture is fabricated with additional fees
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p>	<p>1. Conduct sample preparation</p> <p>1.1 Tagging</p>	None	1 hour for 1 sample	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>
	<p>2. Testing of sample/s</p> <p>2.1 Air Leak</p> <p>2.2 Hydrostatic Test</p> <p>2.3 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"</p>		4 hours for 1 sample	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical</i></p>

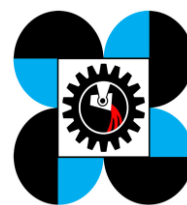


				Laboratories Section
Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	3. Evaluation of Measurement Results		1 hour for 1 sample	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		2 hours for 1 sample	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Mechanical Metallurgy Laboratory Or Science Research Specialist II Mechanical Metallurgy Laboratory</i>



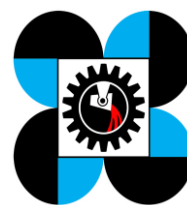
TABLE OF TESTING FEES	
1. Air Leak Test	
1.1 2 Piece Cylinder	PhP 1,600/sample
1.2 3 Piece cylinder	PhP 2,500/sample
2. Hydrostatic Test	
2.1 2 Piece Cylinder	PhP 3,650/sample
2.2 3 Piece cylinder	PhP 4,750/sample
3. Photo	PhP 80/photo
4. Payment for Courier Service	PhP 120/TSR
5. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.10 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	



4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	<i>Authorized Contract of Service Personnel, ATD- Division Head Office</i>
		Subtotal	30 minutes	
	GRAND TOTAL		1 Day, 1 Hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on 1 sample to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every additional sample.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



9. Mechanical Metallurgy Laboratory Testing Services - Test on New LPG Cylinders

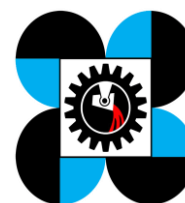
Tension Test – a test in which a sample is pulled up to failure. Properties measured under this test are yield strength, tensile strength and % elongation.

Bend Test - a qualitative test in which a sample is bent up to certain degree in accordance with specific standard procedure

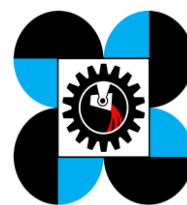
Burst Test- a test for pipes / cylinders where sample is pressurized using water until bursting occurs.

Macroexamination – macroscopic examination of weld where the cross-section of the weld is wipe with a suitable etchant to reveal the weld profile.

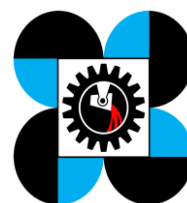
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Test, Bend Test	Capacity (max): 2000kN
2	Digital Caliper	Gage length measurement	Capacity: 0-150mm Resolution: 0.01mm
3	Vernier Caliper	Diameter, Height and Gage length measurement	Capacity: 0-300mm Resolution: 0.05mm
4	Digital Micrometer	Thickness measurement	Capacity: 0-25mm Resolution: 0.001mm
5	Manual Pump	Hydrostatic Test	Capacity: Up to 25 MPa
6	Digital Weighing Scale	Mass	Capacity: 0-300 kg Resolution: 100g



Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes Note: maximum of 20 samples only for the specified time	Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II.
2. Review carefully the contents of TSR and ensure that all the requirements for the requested	2.1 Sign the Laboratory Representative at the bottom portion of both TSR.	None	30 minutes Note: maximum of 20 samples only for the specified time	



test services are included. Sign the <i>Conforme</i> in both copies of the TSR.	Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information			Physical Laboratories Section or <i>Laboratory Technician I</i> , Physical Laboratories Section
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General



	"PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass			Services, Section
		<i>Subtotal</i>	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of Technical Services Solution (TSS) / Physmet	Technical Services Solution (TSS) / Physmet Lab	Samples are prepared in accordance with the standard. Additional fees are required.
If available fixtures of the Laboratory in Burst Testing do not fit in the sample submitted			Test fixture for Burst Testing is fabricated with additional fees
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number. or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p>	<p>1. Conduct sample preparation</p> <p>1.1 Tagging</p> <p>1.2 Cutting</p>	None	1 hour for 1 set of specimen	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>
	<p>2. Testing of sample/s</p> <p>2.1. Tension Test</p> <p>2.2 Bend Test</p> <p>2.3 Burst</p> <p>2.4 Macro-examination</p> <p>2.5 Issue <i>Preliminary Test Report</i> for "Witnessing of Test"</p>		1 day and 1 hour for 1 set of specimen	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i></p>

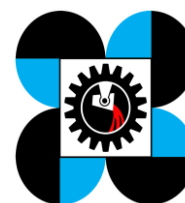


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Tract the status of service requested at mirdc.dost.gov/ph/trackin g/ using the issued TSR Reference Number.	3. Evaluation of Measurement Results		4 hours for 1 set of specimen	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	4. Typing, checking, signing of Test Certificates and submission to ATD-DHO.		2 hours for 1 set of specimen	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Mechanical Metallurgy Laboratory or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
		Subtotal	2 days	



TABLE OF TESTING FEES	
1. Tension Test	
1.1 Using Shimadzu 50kN	PhP 390/sample
2. Bend Test	
2.1 Plate/Cylinder/Rebar	PhP 190/sample
3. Burst Test	
3.1 2-Piece Cylinder	PhP 1,550/sample
3.2 3-Piece cylinder	PhP 3,500/sample
4. Macroexamination	PhP 1,330/sample
5. Photo	PhP 80/photo
6. Payment for Courier Service	PhP 120/TSR
7. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company stated in the TSR		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Issued by the Laboratories upon acceptance of test jobs		
Official Receipt and Invoice, if any		MIRDC-Cashier		
Property Exit Slip		ATD-DHO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.11 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1,
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	ATD- Division Head Office Or <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		2 days, 1 hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time of the Conduct of Test was based on 1 set of sample to be tested	Mechanical Metallurgy Laboratory will add the same amount of processing time during the conduct of test for every set of sample or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Mechanical Metallurgy Laboratory



D. Non-Destructive Testing Laboratory

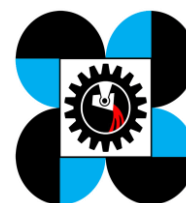
Non-Destructive Testing Is an engineering science-based testing of materials the requires competent personnel to inspect welding, shafting, load bearing parts in structural steel building, railways, airplane parts and product certification.

1. Non-Destructive Testing Services - Liquid Penetrant Testing

A very low viscosity liquid is applied to the surface of the test part to penetrate into the fissures or voids that is open to the surface of the material.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Consumables: Dye Penetrant Developer Cleaner	Dye Penetrant Inspection	-
2	UV Light	Dye Penetrant Inspection using Fluorescent Method	UV-A Intensities: >1000 μ w/cm ² @ 1ft distance from Inspected surface

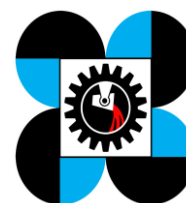
Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark, Request For Test		DTI- Bureau of Product Standards
Sample/s specimen		Company requesting the test
Sample/s Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test



JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section</i>
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign the <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	<i>Supervising Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section</i>



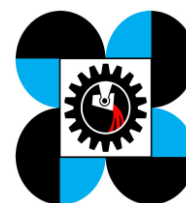
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRD C Visitor's Pass	See <i>Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		<i>Subtotal</i>	1 hour 10 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires sample preparation stripping	Client may avail of the services of Corrosion Laboratory	Corrosion Laboratory	Samples are prepared in accordance with the standard. Additional fees are required.
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client requires in-plant testing	<ol style="list-style-type: none"> 1. Client shall ensure that all terms and conditions for in-plant jobs are met. 2. Area to be inspected shall be cleaned and free of foreign material, dust or oil. 3. Coordinate with the laboratory for the scheduled in-plant job. 	ATD-DHO Centralized Receiving Area	Vehicle shall be provided by the Client for the in-plant job.
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/trackings/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Conduct test as scheduled</p> <p>or</p> <p>For In-Pant Jobs: Conduct on-site as scheduled date</p>	<p>1. Preparation of Sample for Testing</p> <p><i>1.1 Magnetic Particle Set-up</i></p> <p><i>1.2 Preparation of Consumables / Equipment Warm-up</i></p> <p><i>1.3 Preparation of Specimen (Pre-cleaning)</i></p> <p><i>1.4 Generation of Worksheet</i></p> <p><i>1.5 Conduct of inspection</i></p>	None	<p>7 hours & 20 minutes</p> <p>Note: Per 10 linear feet</p>	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I</i></p> <p>Nondestructive Testing Laboratory</p>
	<p>2. Evaluation of indications</p> <p><i>2.1 Analysis of Results</i></p>		1 hour	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i></p>
<p>Track the status of service requested at mirdc.dost.gov.ph/trackings/ using the issued TSR Reference Number.</p>	<p>3. Preparation of Test Report</p> <p><i>3.1 Checking of Test Report</i></p>		5 hours	<p><i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i></p>



Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	4. Preparation of Test Certificate 4.1 <i>Signing of Test Certificate</i> 4.2 <i>Initial Test Certificate/s by Section Chief</i> 4.3 <i>Forward Test Certificate/s to ATD-Division Head Office for signature of Division Chief</i>		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II of Non-destructive Testing Laboratory</i>
		Subtotal	2 days, 1 hour & 20 minutes	

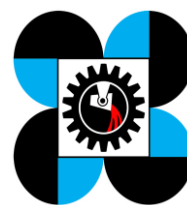
TABLE OF TESTING FEE		
		FEE
1.	Liquid Penetrant Testing	
	1.1. <i>Visible</i>	PhP370/ sq. ft.
	1.2 <i>Visible</i>	PhP360/ linear ft.
	1.3 <i>Fluorescent</i>	PhP420/ sq. ft.
	1.4 <i>Fluorescent</i>	PhP370/ linear ft.
2.	In-plant Jobs (for 2 personnel)	
	2.1 <i>Within Metro Manila</i>	PhP 2000/day
	2.2 <i>Outside Metro Manila</i>	PhP 3000/day
	3. Witnessing	PhP 250/TSR/day



Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company ID for client's employee, or Original copy of Authorization Letter if client's representative		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		
Official Receipt and Invoice, if any		Official Receipt and Invoice, if any		
Property Exit Slip		Property Exit Slip		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.12 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		2 days and 3 hours	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Processing Time for the Inspection was based on the 10 linear feet to be tested	Nondestructive Testing Laboratory will add the same amount of processing time during the conduct of inspection for every 10 linear feet to be inspected or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Nondestructive Testing Laboratory

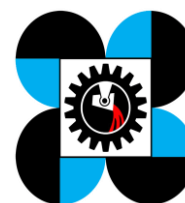


2. Non-Destructive Testing Services - Magnetic Particle Testing

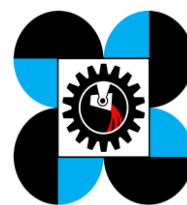
This uses one or more magnetic fields to locate surface and near sub-surface discontinuities in the ferromagnetic materials.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Electromagnetic Yoke	Magnetic Particle Test (Portable)	Weight: 3.4 kg Leg Span: 0-12" Magnetizing Current: AC / DC
2	Magnetic Particle Test Bench	Magnetic Particle Test (In-house Inspection)	Capacity: 2000 Amps. Max. Head Shot: 26" Coil Diameter: 12" Magnetizing Current: AC / DC
3	UV Light	Magnetic Particle & Dye Penetrant Test using Fluorescent Method	UV-A Intensities: >1000 μ w/cm ² @ 1ft distance from inspected surface

Division:	Analysis and Testing Division – Physical Laboratories Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
For client's securing PS Mark, Request For Test		DTI- Bureau of Product Standards
Sample/s specimen		Company requesting the test
Sample/s Complete Specifications		Company requesting the test
Payment (Company Check / Cash)		Company requesting the test

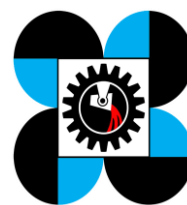


JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section or Laboratory Inspector II, Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign the <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	



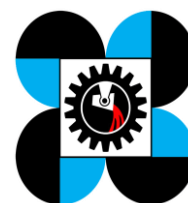
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section <i>Or Administrative Assistant II,</i> Financial Management Section <i>Or Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDCC Visitor's Pass	<i>See Table of Testing Fees</i>	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		<i>Subtotal</i>	1 hour and 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires sample preparation stripping	Client may avail of the services of Corrosion Laboratory	Corrosion Laboratory	Samples are prepared in accordance with the standard. Additional fees are required.



If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client requires in-plant testing	<ol style="list-style-type: none"> 1. Client shall ensure that all terms and conditions for in-plant jobs are met. 2. Area to be inspected shall be cleaned and free of foreign material, dust or oil. 3. Coordinate with the laboratory for the scheduled in-plant job. 	ATD-DHO Centralized Receiving Area	Vehicle shall be provided by the Client for the in-plant job.
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested atmirdc.dost.gov.ph/trackimg/ using the issued TSR	<ol style="list-style-type: none"> 1. Preparation of Sample for Testing <ol style="list-style-type: none"> 1.1 Magnetic Particle Set-up 1.2 Preparation of Consumables / Equipment Warm-up 	None	5 hours & 40 minutes Note: Per 10 linear feet	Science Research Specialist II, Physical Laboratories Section and



Reference Number. or For Witnessing of Test: Witness Test as scheduled date or For In-Pant Jobs: Conduct on-site as scheduled date	1.3 Preparation of Specimen (Pre-cleaning) 1.4 Generation of Worksheet 1.5 Conduct of inspection			Laboratory Inspector I Nondestructive Testing Laboratory
	2. Evaluation of indications 2.1 Analysis of Results		1 hour	Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section
Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	3. Preparation of Test Report 3.1 Checking of Test Report		5 hours	Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II of Non-destructive Testing Laboratory
Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	4. Preparation of Test Certificate 4.1 Signing of Test Certificate 4.2 Initial Test Certificate/s by Section Chief 4.3 Forward Test Certificate/s to ATD-Division Head Office for		4 hours	Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Non-destructive Testing Laboratory



	<i>signature of Division Chief</i>			<i>and Science Research Specialist II of Non-destructive Testing Laboratory</i>
		Subtotal	1 day 7 hours and 40 minutes	

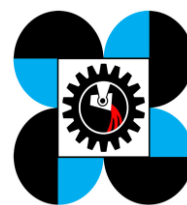
TABLE OF TESTING FEE		
		FEE
1.	Magnetic Particle Test	
	1.1. Wet-Visible	PhP410/sq. ft.
	1.2. Wet-Visible	PhP380/linear ft.
	1.3. Fluorescent	PhP430/sq. ft.
	1.4. Fluorescent	PhP390/linear ft.
2.	In-plant Jobs (for 2 personnel)	
	2.1 Within Metro Manila	PhP 2000/day
	2.2 Outside Metro Manila	PhP 3000/day
3.	Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company ID for client's employee, or Original copy of Authorization Letter if client's representative		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		
Official Receipt and Invoice, if any		Official Receipt and Invoice, if any		
Property Exit Slip		Property Exit Slip		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.13 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1,</i>



2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	ATD- Division Head Office or <i>Administrative Assistant 1</i> , ATD-Division Head Office or <i>Administrative Assistant 1</i> , ATD- Division Head Office Or <i>Authorized Contract of Service Personnel</i> , ATD- Division Head Office
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		2 days, 1 hour and 20 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time for the Inspection was based on the 10 linear feet to be tested	Nondestructive Testing Laboratory will add the same amount of processing time during the conduct of inspection for every 10 linear feet to be inspected or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Nondestructive Testing Laboratory

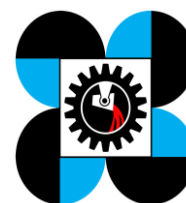


3. Non-Destructive Testing Services – Radiographic Testing

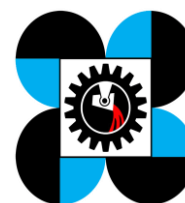
Industrial radiography involves exposing a test object to penetrating radiation to inspect the test item and record the image of test item in the film that is placed against the test part.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	X-ray Machine	Radiographic Testing of Metallic Materials	Capacity: up to 65mm thickness Fe

Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample/s specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO)	1.1 Evaluate sample/s and check required parameters for testing.	None	30 minutes	Supervising Science Research Specialist, Physical Laboratories



Centralized Receiving Area and request for the required test.	1.2 Receive the required documents, as necessary 1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			Section or <i>Sr. Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign the <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	Laboratories Section or <i>Laboratory Inspector II</i> , Physical Laboratories Section or <i>Laboratory Technician I</i> , Physical Laboratories Section
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> ,

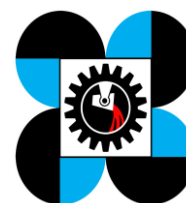


				Financial Management Section Or Administrative Officer V Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	See Table of Testing Fees	5 minutes	Administrative Officer V Administrative and General Services, Section or Administrative Officer II Administrative and General Services, Section
		Subtotal	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require additional payment for photo and courier service (from MIRDC to BPS Office)	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/trackings/ using the issued TSR Reference Number. or For Witnessing of Test: Witness Test as scheduled date	1. Preparation of Sample for Testing 1.1 X-ray Machine Set-up 1.2 Preparation of Consumables / Equipment Warm-up 1.3 Preparation of Specimen (Pre-cleaning) 1.4 Generation of Worksheet 1.5 Conduct of inspection	None	1 day Note: Per 5 shots	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory</i>
	2. Evaluation of indications 2.1 Analysis of Results		4 hours	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
Track the status of service requested at mirdc.dost.gov.ph/trackings/ using the issued TSR Reference Number.	3. Preparation of Test Report 3.1 Checking of Test Report		4 hours	<i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>



Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	4. Preparation of Test Certificate 4.1 <i>Signing of Test Certificate</i> 4.2 <i>Initial Test Certificate/s by Section Chief</i> 4.3 <i>Forward Test Certificate/s to ATD-Division Head Office for signature of Division Chief</i>		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>
		Subtotal	2 days 4 hours	

TABLE OF TESTING FEE	
	FEE
1. Radiography, X-ray (3.5" X 17" Film)	
1.1 10 mm thick and below	PhP 540/ shot
1.2 >10-25 mm thick	PhP 570/ shot
1.3 >25-35 mm thick	PhP 620/ shot
1.4 >35-50 mm thick	PhP 660/ shot
2. Radiography, X-ray (14" X 17" Film)	
2.1 10 mm thick and below	PhP 1,140/ shot
2.2 >10-25 mm thick	PhP 1,165/ shot
2.3 >25-35 mm thick	PhP 1,190/ shot
2.4 >35-50 mm thick	PhP 1,230/ shot
3. Witnessing	PhP 250/TSR/day
4. Photo	PhP80/photo
5. Payment for Courier Service	PhP120/TSR



Job Releasing, Claiming of Certificate and Test Samples				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company ID for client's employee, or Original copy of Authorization Letter if client's representative		Company ID for client's employee, or Original copy of Authorization Letter if client's representative		
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier		
Official Receipt and Invoice, if any		Official Receipt and Invoice, if any		
Property Exit Slip		Property Exit Slip		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.14 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
			30 minutes	
	GRAND TOTAL		2 days, 5 hours and 40 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing Time for the Inspection was based on the 5 shots to be conducted	Nondestructive Testing Laboratory will add the same amount of processing time during the conduct of inspection for every 5 shots to be inspected or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Nondestructive Testing Laboratory

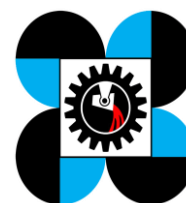


5. Non-Destructive Testing Services - Ultrasonic Testing

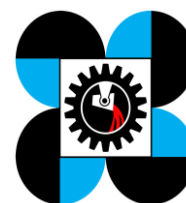
Sound is introduced into the test item using ultrasonic transducer (probe) to inspect if there is discontinuity in the test part.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Ultrasonic Flaw Detector	Ultrasonic Flaw Inspection	Penetrating Thickness: 9,999mm

Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample/s specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist.</i>

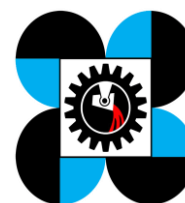


.	1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section or <i>Laboratory Inspector II</i> , Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section

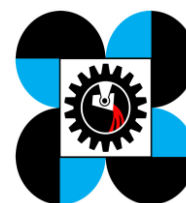


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	See Table of Testing Fees	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		Subtotal	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees



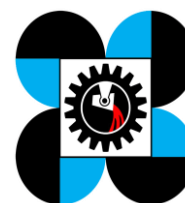
Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.</p> <p>or</p> <p>For Witnessing of Test: Witness Test as scheduled date</p> <p>or</p> <p>For In-Pant Jobs: Conduct on-site as scheduled date</p>	<p>1. Preparation of Sample for Testing</p> <p>1.1 <i>Ultrasonic Testing Machine Set-up and Calibration</i></p> <p>1.2 <i>Preparation of Consumables / Equipment Warm-up</i></p> <p>1.3 <i>Preparation of Specimen (Pre-cleaning)</i></p> <p>1.4 <i>Generation of Worksheet</i></p> <p>1.5 <i>Conduct of inspection</i></p>	None	<p>2 days</p> <p>Note: Per 4 linear feet</p>	<p><i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I, Nondestructive Testing Laboratory</i></p>
	<p>2. Evaluation of indications</p> <p>2.1 <i>Analysis of Results</i></p>		<p>1 day</p>	<p><i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i></p>
<p>Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.</p>	<p>3. Preparation of Test Report</p> <p>3.1 <i>Checking of Test Report</i></p>		<p>4 hours</p>	<p><i>Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II Non-destructive Testing Laboratory</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number.	4. Preparation of Test Certificate 4.1 <i>Signing of Test Certificate</i> 4.2 <i>Initial Test Certificate/s by Section Chief</i> 4.3 <i>Forward Test Certificate/s to ATD-Division Head Office for signature of Division Chief</i>		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II, Non-destructive Testing Laboratory</i>
		Subtotal	4 days	

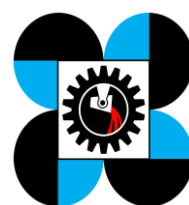
TABLE OF TESTING FEE		
		FEE
1. Ultrasonic Testing		
1.1 <i>Flaw Detection</i>		PhP385/ sq. ft.
1.2 <i>Flaw Detection</i>		PhP420/ sq. ft.
1.3 <i>Thickness Gaging</i>		PhP60/ point
2. In-plant Jobs (for 2 personnel)		
2.1 <i>Within Metro Manila</i>		PhP 3000/day
2.2 <i>Outside Metro Manila</i>		PhP 3600/day
3. Witnessing		PhP 250/TSR/day

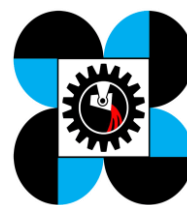
Job Releasing, Claiming of Certificate and Test Samples	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID for client's employee, or Original copy of Authorization Letter if client's representative	Company ID for client's employee, or Original copy of Authorization Letter if client's representative
Technical Service Request (TSR) stamped "PAID" by MIRDCC Cashier	Technical Service Request (TSR) stamped "PAID" by MIRDCC Cashier
Official Receipt and Invoice, if any	Official Receipt and Invoice, if any
Property Exit Slip	Property Exit Slip



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.15 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		4 days, 1 hour and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Processing Time for the Inspection was based on the 4 linear feet to be inspected	Nondestructive Testing Laboratory will add the same amount of processing time during the conduct of inspection for every 4 linear feet to be inspected or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Nondestructive Testing Laboratory





6. Non-Destructive Testing Services - UT Thickness Gaging

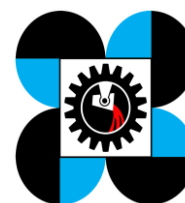
Nondestructive testing method utilizing ultrasonic energy to determine the thickness of the material.

No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	UT Thickness Gager	Ultrasonic thickness measurement	Thickness Range: Up to 20mm

Division:	Analysis and Testing Division – Physical Laboratories Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client’s employee, or Authorization Letter (Original Copy) if client’s representative			Company requesting the test	
For client’s securing PS Mark, Request For Test			DTI- Bureau of Product Standards	
Sample/s specimen			Company requesting the test	
Sample/s Complete Specifications			Company requesting the test	
Payment (Company Check / Cash)			Company requesting the test	
JOB ENTRY AND SUBMISSION OF SAMPLE/S				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for the required test.	1.1 Evaluate sample/s and check required parameters for testing. 1.2 Receive the required documents, as necessary	None	30 minutes	<i>Supervising Science Research Specialist, Physical Laboratories Section or Sr. Science Research Specialist.</i>



	1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section or <i>Laboratory Inspector II</i> , Physical Laboratories Section or <i>Laboratory Technician I</i> , Physical Laboratories Section
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included. Sign the <i>Conforme</i> on both copies of the TSR.	2.1 Sign the Laboratory Representative at the bottom portion of both TSR. Note: A copy of the TSR shall remain at the laboratory 2.2 Update Sample List Sheet 2.3 Label sample/s submitted according to the TSR information	None	30 minutes	
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR 3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section



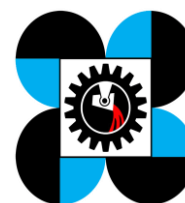
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment 4.2 Issue the Official Receipt 4.3 Stamp TSR with "PAID" and return to customer 5.4 Sign MIRDC Visitor's Pass	See Table of Testing Fees	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section
		Subtotal	1 hour 10 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees

Conduct of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Track the status of service requested at mirdc.dost.g	1. Preparation of Sample for Testing <i>1.1 UT Thickness Gauger Set-up and Calibration</i>	None	1 day Note: Per 50 pts measured	<i>Science Research Specialist II,</i>



ov.ph/ trackin g/ using the issued TSR Reference Number. or For Witnessing of Test: Witness Test as scheduled date or For In-Pant Jobs: Conduct on- site as scheduled date	1.2 <i>Preparation of Consumables / Equipment Warm-up</i> 1.3 <i>Preparation of Specimen (Pre- cleaning)</i> 1.4 <i>Generation of Worksheet</i> 1.5 <i>Conduct of inspection</i>			Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory
	2. Evaluation of indications 2.1 <i>Analysis of Results</i>		4 hours	<i>Sr. Science Research Specialist,</i> Physical Laboratories Section or <i>Science Research Specialist II,</i> Physical Laboratories Section Laboratories Section
Tract the status of service requested at mirdc.dost.g ov.ph/trackin g/ using the issued TSR Reference Number.	3. Preparation of Test Report 3.1 <i>Checking of Test Report</i>		4 hours	<i>Sr. Science Research Specialist,</i> Non-destructive Testing Laboratory and <i>Science Research Specialist II</i> Non-destructive Testing Laboratory



Tract the status of service requested at mirdc.dost.gov.ph/trackin g/ using the issued TSR Reference Number.	4. Preparation of Test Certificate 4.1 <i>Signing of Test Certificate</i> 4.2 <i>Initial Test Certificate/s by Section Chief</i> 4.3 <i>Forward Test Certificate/s to ATD-Division Head Office for signature of Division Chief</i>		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II of Non-destructive Testing Laboratory</i>
		Subtotal	2 days 4 hours	

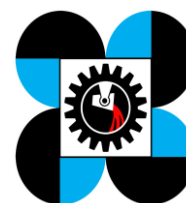
TABLE OF TESTING FEE	
	FEE
4. Ultrasonic Testing	
1.1 <i>Flaw Detection</i>	PhP385/ sq. ft.
1.2 <i>Flaw Detection</i>	PhP420/ sq. ft.
1.3 <i>Thickness Gaging</i>	PhP60/ point
5. In-plant Jobs (for 2 personnel)	
2.1 <i>Within Metro Manila</i>	PhP3000/day
2.2 <i>Outside Metro Manila</i>	PhP 3600/day
6. Witnessing	PhP 250/TSR/day

Job Releasing, Claiming of Certificate and Test Samples	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company ID for client's employee, or Original copy of Authorization Letter if client's representative	Company ID for client's employee, or Original copy of Authorization Letter if client's representative
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier	Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier
Official Receipt and Invoice, if any	Official Receipt and Invoice, if any
Property Exit Slip	Property Exit Slip



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.1 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office Or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
4. Sign Property Exit Slip	4.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip 4.2 Instruct the Laboratory personnel to release the sample/s to the customer	none	5 minutes	
		Subtotal	30 minutes	
	GRAND TOTAL		2 days, 5 hours and 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Processing Time for the Inspection was based on the 10 linear feet to be inspected	Nondestructive Testing Laboratory will add the same amount of processing time during the conduct of inspection for every 10 linear feet to be inspected or a fraction thereof.	ATD-DHO Centralized Receiving Area	Current Manpower capacity of Nondestructive Testing Laboratory

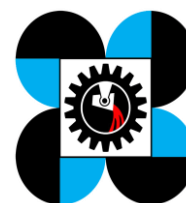


E. Physico-Chemical Laboratory

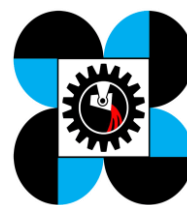
1. Physico-Chemical Testing Services – Chemical Analysis using Optical Emission Spectrometer (OES)

This service covers the determination of elemental composition of Ferrous and Non-Ferrous based metal sample using OES.

Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of Samples for Testing		
1.1 Samples for testing (must have flat surface with minimum width/diameter of 16mm and thickness of 2 mm) with complete details such as description/specification, test requirements and payment (cash or dated company check).		Company/Industry requesting for testing
1.2 One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
1.3 One (1) Company ID and one (1) government issued ID		Company/Industry requesting for testing
1.4 For BPS endorsed samples: one (1) Photocopy of BPS Request for Test for each laboratory		Department of Trade and Industry Bureau of Philippine Standards (DTI-BPS)
1.5 For students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled
2. Claiming of Test Certificates		
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Physico-Chemical Laboratory
2.2. One (1) original or photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division
2.3. One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
2.4. One (1) Company ID and one (1) government issued ID		Company/Industry requesting for testing



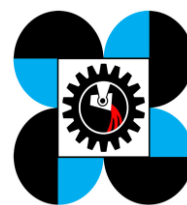
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	<p>1.1 Evaluate sample/s and check required parameters for testing</p> <p>1.2 Receive the required documents</p> <p>1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.</p>	none	20 minutes	<p><i>Supervising Science Research Specialist, Analytical Laboratories Section (ALS)</i> or <i>Senior Science Research Specialist, ALS</i> or <i>Science Research Specialist II, ALS</i> or any of <i>Laboratory Inspectors I, II and III, ALS</i></p>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	<p>2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub</p> <p>2.2 Update Google Monitoring Sheet</p> <p>2.3 Label sample/s submitted according to TSR</p>	none	10 minutes	<p><i>Supervising Science Research Specialist, ALS</i> or <i>Senior Science Research Specialist, ALS</i> or <i>Science Research Specialist II, ALS</i> or any of <i>Laboratory Inspectors I, II and III, ALS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Ferrous-Based Samples <ul style="list-style-type: none"> • ₱3,550.00/ sample for Complete Chemical Analysis (C,Si,Mn,P,S,Cr, Mo,Ni,Cu) • ₱395.00/ element for Additional Element (B,V,Nb,Ti, Mg) • ₱3,550.00/ sample for Weldable Rebars (C,Si,Mn,P,S) and Equal Leg Angle Bars (C,P,S) • ₱1,810.00/ sample for Non-Weldable Rebars (P and S) Non Ferrous-Based Samples <p>A. Copper-Based</p> <ul style="list-style-type: none"> • ₱3,900.00/ sample for Complete Chemical Analysis of Pure Copper 	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II,</i> Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section



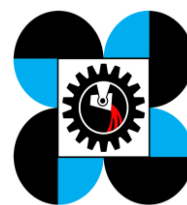
		<p>(Cu, Sn, Pb, Fe, Al, Ni, Mn, Ag, P, S, Co, Sb)</p> <ul style="list-style-type: none"> • ₱395.00/ element For Additional Element (Bi, Si, Zn) • ₱3,900.00/ sample for Complete Chemical of Brass, Bronze and other Copper alloys (Cu, Sn, Pb, Fe, Al, Ni, Mn, Ag, P, S, Co, Zn) • ₱395.00/ element for Additional Element (Bi, Si, Mg) <p>B. Aluminum and Aluminum Alloys</p> <ul style="list-style-type: none"> • ₱3,900.00/ sample for Complete Chemical Analysis (Al, Mn, Mg, Cu, Zn, Ni, Cr, Pb, Fe, Ti) • ₱395.00/ element for Additional Element (Ag, Bi, Co, P) 		
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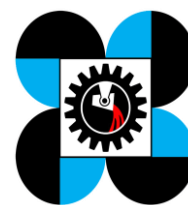
		Other Fees: <ul style="list-style-type: none"> • ₱190.00/ sample for Sample Preparation of rebars sizes 10mm and 12mm Ø • ₱750.00/ sample for Metals Identification • ₱250.00/ TSR Witnessing Fee • ₱80.00/ shot Photo <p><i>Students can avail 20% discount on total cost</i></p> <p><i>Additional 30% on total cost for rush analysis on some parameters</i></p>		
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment 4.2 Issue the Official Receipt	none	10 minutes	Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section



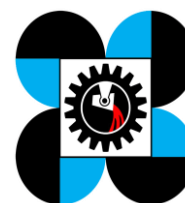
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flattening/Grinding)	None	3 days	Laboratory Inspectors I, ALS
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct Analysis of samples. Maximum of three (3) similar alloy samples for complete parameters or twenty (20) rebar/angle bar samples (as per PNS requirements) can be analyzed.	None	3 days	Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS
7. None	7.1 Compute for Measurement of Uncertainty (MU)	None	2 hours	Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS
	7.2 Evaluation of test results/MU	None	2 hours	Supervising Senior Science Research Specialist, ALS or



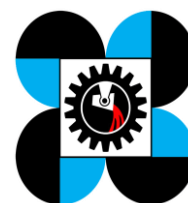
				<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS</i>
	7.3 Typing and printing of Test Certificate	None	1 hour	<i>Laboratory Inspectors II and III, ALS or Science Research Specialist II, ALS or Senior Science Research Specialist, ALS</i>
	7.4 Checking and signing of test certificate	None	1 working day	<i>Supervising Science Research Specialist, ALS and Senior Science Research Specialist, ALS or Science Research Specialist II, ALS and Chief Science Research Specialist, ATD</i>
	7.5 Sealing of Test Certificate	None	10 minutes	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS and</i>



				<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
9. Proceed to Cashier and settle balance.	9 Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	<i>Administrative Officer IV Financial Management Section and Administrative Officer V Administrative and General Services Section</i>
10. Go back to ATD-DHO and present Official Receipt	10. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy)	None	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1,</i>

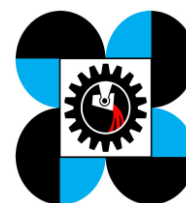


	of Test Certificate and give the original copy to customer			ATD-DHO or <i>Authorized Contract of Service Personnel, ATD-DHO</i>
11. Sign the Pink Copy of Test Certificate	11.1 Issue Property Exit Slip	None	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO</i> or <i>Administrative Assistant 1, ATD-DHO</i> or <i>Authorized Contract of Service Personnel, ATD-DHO</i>
	11.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 11.3 Let the customer fill out the Customer Satisfaction Survey Form	None	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO</i> or <i>Administrative Assistant 1, ATD-DHO</i> or <i>Authorized Contract of Service Personnel, ATD-DHO</i>
12. Customer fills out Customer Satisfaction Survey Form when necessary	12. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO</i> or <i>Administrative Assistant 1, ATD-DHO</i> or <i>Authorized Contract of</i>



				<i>Service Personnel, ATD-DHO</i>
13. Sign the property Exit Slip	13. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
		TOTAL	7 days, 6 hours, 50 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of MIRD-Technical Services Solution (TSS)	Technical Services Solution (TSS)	Samples are machined to specimen as per standard in case full size testing is not possible.
For Client securing PS Mark Certification	The Test Certificate shall be sent directly to BPS Office. No copy of the Test Certificate shall be issued to the Client.	ATD-DHO Centralized Receiving Area	BPS Policy
Processing time of the conduct of test is based on the maximum number of samples, specified in Step 6, that can be analyzed simultaneously.	The laboratory will add the same amount of processing time for the testing/analysis part for every 3 alloys or 25 rebars/angle bar samples or a fraction thereof.	ATD-DHO Centralized Receiving Area	



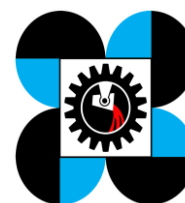
2. Physico-Chemical Testing Services – Chemical Analysis using Wet and Instrumental Method

This service covers the determination of elemental composition of Ferrous and Non-Ferrous based metal samples that cannot be analyzed using OES. The process is a combination of electro/gravimetric, titration, Infra-red Combustion, Atomic Absorption Spectrometry (AAS), and UV-Visible Spectrophotometry methods of analysis.

Division:	Analysis and Testing Division - Analytical Laboratories Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of Samples for Testing		
1.1 Samples for testing (<i>at least 50 grams metal sample weight in chips or compact form</i>) with complete details such as description/specification, test requirements and payment (cash or dated company check).		Company/Industry requesting for testing
1.2 One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
1.3 One (1) Company ID and one (1) government issued ID		Company/Industry requesting for testing
1.4 For BPS endorsed samples: one (1) Photocopy of BPS Request for Test for each laboratory		Bureau of Philippine Standards (BPS) – Department of Trade and Industry (DTI)
1.5 For students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled
2. Claiming of Test Certificates		
2.1 One (1) original or photocopy of issued Technical Service Request (TSR)		ATD- Physico-Chemical Laboratory
2.2. One (1) original or photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division
2.3. One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
2.4. One (1) Company ID and one (1) government issued ID		Company/Industry requesting for testing



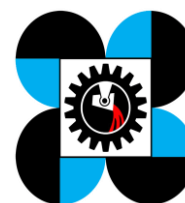
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	<p>1.1 Evaluate sample/s and check required parameters for testing</p> <p>1.2 Receive the required documents</p> <p>1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative.</p>	none	20 minutes	<p><i>Supervising Science Research Specialist Analytical Laboratories Section (ALS)</i> or <i>Senior Science Research Specialist, ALS</i> or <i>Science Research Specialist II, ALS</i> or any of <i>Laboratory Inspectors I, II and III, ALS</i></p>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	<p>2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub</p> <p>2.2 Update Google Monitoring Sheet</p> <p>2.3 Label sample/s submitted according to TSR</p>	none	10 minutes	<p><i>Supervising Science Research Specialist, ALS</i> or <i>Senior Science Research Specialist, ALS</i> or <i>Science Research Specialist II, ALS</i> or any of <i>Laboratory Inspectors I, II and III, ALS</i></p>



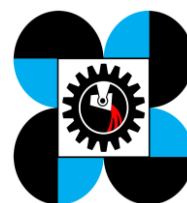
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	See Table of Fees for the Chemical Analysis using Wet Method <i>Students can avail 20% discount on total cost</i>	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment 4.2 Issue the Official Receipt	none	10 minutes	<i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Drilling)	None	3 days	<i>Laboratory Inspectors I, ALS</i>



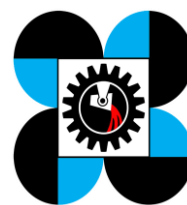
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
6. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	6.1 Conduct Analysis of samples	None	9 days	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS</i>
	6.2 Compute for Measurement of Uncertainty (MU)	None	2 hours	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS</i>
	6.3 Evaluation of test results/MU	None	2 hours	<i>Supervising Senior Science Research Specialist, ALS or Senior Science Research Specialist, ALS or Science Research Specialist II, ALS</i>
	6.4 Typing and printing of Test Certificate	None	1 hour	<i>Laboratory Inspectors II and III, ALS, or Science</i>



				<i>Research Specialist II, ALS or Senior Science Research Specialist, ALS</i>
	6.5 Checking and signing of test certificate	None	1 day	<i>Supervising Science Research Specialist, ALS and Senior Science Research Specialist, ALS or Science Research Specialist II, ALS and Chief Science Research Specialist, ATD</i>
	6.6 Sealing of Test Certificate	None	10 minutes	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS and Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1,</i>



				ATD- DHO or <i>Authorized Contract of Service Personnel, ATD-DHO</i>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
8. Proceed to Cashier and settle balance.	8 Issue the Official Receipt	See Table 1. Fees for the Chemical Analysis Using Wet Method	15 minutes	<i>Administrative Officer IV Financial Management Section and Administrative Officer V Administrative and General Services Section</i>
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of</i>



				<i>Service Personnel, ATD-DHO</i>
10. Sign the Pink Copy of Test Certificate	10.1 Issue Property Exit Slip	None	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
	10.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing. 10.3 Let the customer fill out the Customer Satisfaction Survey Form	None	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of Service</i>



				<i>Personnel, ATD-DHO</i>
12. Sign the property Exit Slip	12. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD- DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
	TOTAL		13 days, 6 hours, 50 minutes	

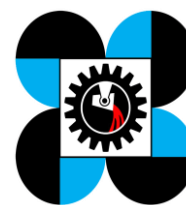


Table 1: Fees for the Chemical Analysis Using Wet Method

MATERIAL	LECO	WET/ELECTROLYSIS				AAS	UV-VIS	TOTAL COST
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Ferrous Based

Low Alloy Steel	C,S P650/element	Si P1130	P P1160			Mn,Ni,Cu,Cr P670/element	Mo P1530		P7,800.00
Cast Iron	C,S P650/element	Si P1130	P P1160			Mn,Ni,Cu,Cr P670/element	Mo P1730		P8,000.00
Stainless Steel	C,S P650/element	Si P1130	P P1160	Ni P1120	Cr P840	Mn,Cu P670/element	Mo P1530		P8,420.00
Manganese Steel	C,S P650/element	Si P1130	P P1160	Mn P1620		Cu,Ni,Cr P670/element	Mo P1530		P8,750.00
Tool Steel	C,S P650/element	Si P1130	P P1160			Mn,Ni,Cu,Cr P670/element	Mo P1730		P8,000.00

Non-Ferrous Based

Solder, Lead Base, Tin Base, Babbitt and other similar alloys

Gold, Lead Base, Tin Base, Brass and other similar alloys							
a. Pb(rem) >20%					Sn, Sb, Cu, Ag, Ni, Fe, Bi, Zn, Al P670/element		P6,030.00
b. Pb(rem) >20%		Sb P680	Sn P725		Cu, Ag, Ni, Fe, Bi, Zn, Al P670/element		P6,095.00
c. Sn (rem) >75%					Pb, Sb, Cu, Ag, Ni, Fe, Bi, Zn, Al P670/element		P6,030.00
c. Sn (rem), Pb (wet) (> 75%) (=/<20%)		Pb P1140	Sb P680		Cu, Ag, Ni, Fe, Bi, Zn, Al P670/element		P6,510.00

Complete chemical analysis shall be done if Pb and Sn are to be reported.

It is possible to analyze one or more elements provided Pb is not to be reported and % Sn is less than 75%.



Table 1 (cont): Fees for the Chemical Analysis Using Wet Method

MATERIAL	LECO	WET/ELECTROLYSIS				AAS	UV-VIS		TOTAL COST
Copper Based Metals									
Copper (Pure) 99.75% and over		Cu P1085				Cd, Co, Fe, Mn, Ni, Ag, Zn P670/element			P5,775.00
Brass Zn (rem)	S P650	Cu P1085				Pb, Sn, Al, Ni, Fe, Mn, Sb, Ag, Co P670/element	P P1100		P8,865.00
Bronze Zn (rem) if > 5%, Cu > 40%	S P650	Cu P1085	Sn P725			Pb, Al, Ni, Fe, Mn, Sb, Ag, Co P670/element	P P1100		P8,920.00
Bronze if Zn < 5% /Cu Alloys	S P650	Cu P1085	Sn P725			Zn, Pb, Al, Ni, Fe, Mn, Sb, Ag, Co P670/element	P P1100		P9,590.00
Copper - Lead Alloy	S P650	Cu P1085	Pb P1140			Zn, Sn, Al, Ni, Fe, Mn, Sb, Ag, Co P670/element	P P1100		P10,005.00
Cu-Ni Alloy/ Cu-Ni-Zn Alloy Zn (rem)		Cu P1085	Ni P1120			Pb, Sn, Fe, Mn, Al, Sb, Co, Ag P670/element			P7,565.00
Cu-Ni Alloy/ Cu-Ni-Zn Alloy Zn < 5%		Cu P1085	Ni P1120			Zn, Pb, Sn, Fe, Mn, Al, Sb, Co, Ag P670/element			P8,235.00
Manganese - Copper Alloy	C,S P650/element	Cu P1085	Mn P1620	P P1100					P5,105.00

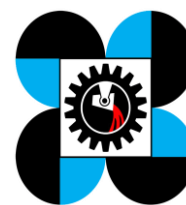


Table 1 (cont): Fees for the Chemical Analysis Using Wet Method

MATERIAL	LECO	WET/ELECTROLYSIS		AAS	UV-VIS			TOTAL COST
Aluminum Based								
Aluminum (Pure) Al (rem)				Mn, Mg, Cu, Zn, Ni, Cr, Pb, Sn ₱670/element	Si ₱1130	Fe ₱670	Ti ₱730	₱7,890.00
Al - Si Alloy Al (rem)		Si ₱1130		Mn, Mg, Cu, Zn, Ni, Cr, Pb, Sn ₱670/element	Fe ₱670	Ti ₱730		₱7,890.00
Al - Si - Mg Alloy Al (rem)		Si ₱1130		Mn, Cu, Zn, Ni, Cr, Pb, Sn ₱670/element	Fe ₱670	Ti ₱730		₱7,220.00

Nickel Alloys

Nickel (Pure) Al (rem)	C,S ₱650/element	Si ₱1130	Ni ₱1120				Mn, Cu, Co, Fe ₱670/element				₱6,230.00
Nickel - Copper Alloy Al (rem)	C,S ₱650/element	Cu ₱1085	Ni ₱1120				Mn, Al, Co, Fe ₱670/element				₱6,185.00
Ni - Cr Alloy	C,S ₱650/element	Si ₱1130	Ni ₱1120	Cr ₱840	P ₱1160		Mn, Al, Co, Fe, Cu ₱670/element	Mo ₱1530			₱10,430.00
Ni - Cr - Fe Alloy	C,S ₱650/element	Si ₱1130	Ni ₱1120	Cr ₱840	P ₱1160	Fe ₱1280	Mn, Al, Co, Cu ₱670/element	Mo ₱1530			₱11,040.00

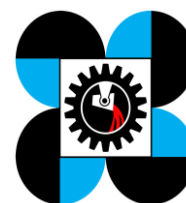
Table 1 (cont): Fees for the Chemical Analysis Using Wet Method

MATERIAL	LECO	WET/ELECTROLYSIS					AAS	UV-VIS			TOTAL COST
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Zinc (Pure) Zn (rem)							Cu, Fe, Cd, Pb, Al, Sn, Mg ₱670/element				₱4,690.00
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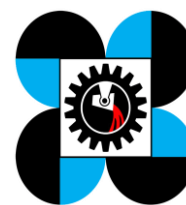
NON-ISO

Silver Brazing Al (rem)		Cu ₱1085	Ag ₱1160								₱2,245.00
Silver Brazing Al (rem)		Cu ₱1085	Ag ₱1160				Zn, Cd ₱670/element				₱3,585.00
High P Brazing Alloy Al (rem)		Cu ₱1085	Ag ₱1160					P ₱1100			₱3,345.00



OTHER FEES	
Metals Identification	₱750.00/sample
Witnessing Fee	₱250.00/TSR
Photo	₱80.00/shot

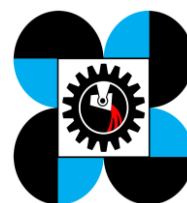
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Too hard samples that can't be drilled may require annealing process	Client may avail of the services of MIRDCTechnical Services Solution (TSS) with a corresponding fee	Technical Services Solution (TSS)	Hardness shall be reduced to $\leq 20\text{HRC}$



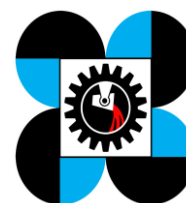
3. Physico-Chemical Testing Services – Chemical Analysis using X-ray Fluorescence (XRF) Spectrometer

This service covers the nondestructive determination of alloying and residual elements in metal samples

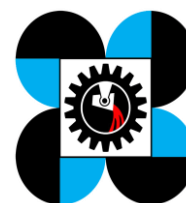
Division:	Analysis and Testing Division - Analytical Laboratories Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submission of Samples for Testing				
1.1 Samples for testing with complete details such as description/specification, test requirements and payment (cash or dated company check).		Company requesting for testing		
1.2 One (1) Authorization Letter (for person other than Company's representative)		Company requesting for testing		
1.3 One (1) Company ID and one (1) government issued ID		Company requesting for testing		
1.4 For students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled		
2. Claiming of Test Certificates				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		ATD- Physico-Chemical Laboratory		
2.2. One (1) original or photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division		
2.3. One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing		
2.4. One (1) Company ID and one (1) government issued ID		Company/Industry requesting for testing		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing 1.2 Receive the required documents	none	20 minutes	Supervising Science Research Specialist Analytical Laboratories Section (ALS) or



	1.3 Generate two (2) Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS) to be signed by the customer and the laboratory representative			<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors I, II and III, ALS</i>
2. Sign the two (2) Technical Service Request (TSR) Form generated by the receiving personnel.	<p>2.1 Review TSR, affix signature and give one (1) copy to customer that will serve as claim stub</p> <p>2.2 Update Google Monitoring Sheet</p> <p>2.3 Label sample/s submitted according to TSR</p>	none	10 minutes	<i>Supervising Science Research Specialist, ALS or Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors I, II and III, ALS</i>
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	<p>₱2,000.00/ sample</p> <p>Other fee: Witnessing Fee (optional): ₱250.00/ TSR</p>	5 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II,</i>



		<i>Students can avail 20% discount on total cost</i> <i>Additional 30% on total cost for rush analysis</i>		Financial Management Section Or Administrative Officer V Financial Management Section
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment 4.2 Issue the Official Receipt	none	10 minutes	Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section
5. Track the status of service requested at mirdc.dost.gov.ph/tracking/ using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cleaning/Grinding)	None	30 minutes	Laboratory Inspectors I, ALS
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct Analysis of samples	None	3 days	Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS,



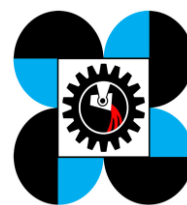
7. None	7.1 Evaluation of test results	None	2 hours	<i>Supervising Senior Science Research Specialist, ALS</i> or <i>Senior Science Research Specialist, ALS</i> or <i>Science Research Specialist II, ALS</i>
	7.2 Typing and printing of Test Certificate	None	1 hour	<i>Laboratory Inspectors II and III, ALS</i> or <i>Science Research Specialist II, ALS</i> or <i>Senior Science Research Specialist, ALS</i>
	7.3 Checking and signing of test certificate	None	1 day	<i>Supervising Science Research Specialist, ALS</i> and <i>Senior Science Research Specialist, ALS</i> Or <i>Science Research Specialist II, ALS</i> and



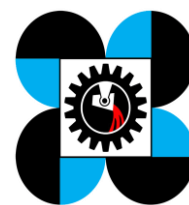
				<i>Chief Science Research Specialist, ATD</i>
	7.4 Sealing of Test Certificate	None	10 minutes	<i>Senior Science Research Specialist, ALS or</i> <i>Science Research Specialist II, ALS and</i> <i>Production Planning Control Officer 1, ATD-DHO or</i> <i>Administrative Assistant 1, ATD-DHO or</i> <i>Authorized Contract of Service Personnel, ATD-DHO</i>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO or</i> <i>Administrative Assistant 1, ATD-DHO or</i> <i>Authorized Contract of Service Personnel, ATD-DHO</i>



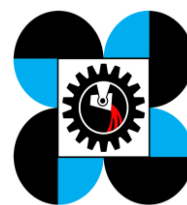
9. Proceed to Cashier and settle balance.	9. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	<i>Administrative Officer IV</i> Financial Management Section <i>and</i> <i>Administrative Officer V</i> Administrative and General Services Section
10. Go back to ATD-DHO and present Official Receipt	10. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<i>Production Planning Control Officer 1,</i> ATD-DHO or <i>Administrative Assistant 1,</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
11. Sign the Pink Copy of Test Certificate	11.1 Issue Property Exit Slip	None	5 minutes	<i>Production Planning Control Officer 1,</i> ATD-DHO or <i>Administrative Assistant 1,</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO



	<p>11.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing.</p> <p>11.3 Let the customer fill out the Customer Satisfaction Survey Form</p>	None	10 minutes	<p><i>Production Planning Control Officer 1, ATD-DHO or</i></p> <p><i>Administrative Assistant 1, ATD-DHO or</i></p> <p><i>Authorized Contract of Service Personnel, ATD-DHO</i></p>
12. Customer fills out Customer Satisfaction Survey Form when necessary	12. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	<p><i>Production Planning Control Officer 1, ATD-DHO or</i></p> <p><i>Administrative Assistant 1, ATD-DHO or</i></p> <p><i>Authorized Contract of Service Personnel, ATD-DHO</i></p>
13. Sign the property Exit Slip	13. Stamp TSR with "RELEASED" and return to customer together with the OR.	none	5 minutes	<p><i>Production Planning Control Officer 1, ATD-DHO or</i></p> <p><i>Administrative Assistant 1, ATD-DHO or</i></p> <p><i>Authorized Contract of Service Personnel, ATD-DHO</i></p>
	TOTAL	₱2,000.00/ sample	4 days, 5 hours, 20 minutes	



		(Regular rate) ₱1,600.00/ sample (Students' rate)		
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II. In-House Calibration

Calibration services conducted at MIRDC laboratories on Dimensional Metrology Instruments, Mechanical (Pressure, Torque, Force and Weight), Thermometry and Electrical Instruments. These services are provided for the metals, engineering and allied industries through comparison with MIRDC laboratory reference standards to ensure their accuracy and traceability to System International (SI) units through standards maintained by a National Measurement Institute.

Definition of Terms:

Metrology - the field of science concerned with weights and measures which includes all aspects of measurement in whatever level of accuracy and in any field of science and technology.

Calibration - set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material, and the corresponding values realized by standards.

Traceability – is a property of a measurement result whereby the result can be related to a reference through a documented unbroken chain of calibrations, each contributing to the measurement uncertainty

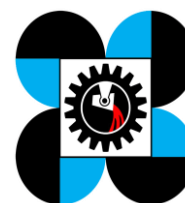
A. Metrology Laboratory

1. Engineering Dimensional Metrology

No.	Type of Equipment / Device	Description of Calibration Service	Range or Capacity
1	Caliper (Vernier, Dial Digimatic Type)	Calibration using Gauge Block Set Grade 2	150mm and below
2	Caliper (Vernier, Dial Digimatic Type)	Calibration using Checkmaster 0-450mm	>150mm - 200mm >200mm - 300mm >300mm - 600mm
3	Caliper (Vernier, Dial Digimatic Type)	Calibration using Precision Checkmaster 0-600mm	>600mm - 1000mm
4	External Micrometer/Outside Micrometer	Calibration using Gauge Block Set Gr. 0 / Gr 1	25mm and below >25mm - 100mm >100mm - 150mm >150mm - 200mm >200mm - 250mm >250mm - 300mm



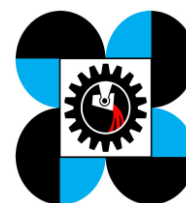
5	Setting Rod	Calibration using Gauge Block Set Gr. 0 / Gr 1	>25mm - 150mm
6	Tubular Micrometer (maximum of 10 ext./set)	Calibration using Gauge Block Set Gr. 0 / Gr 1	0 - 25mm
7	Depth Micrometer	Calibration using Gauge Block Set Gr. 0 / Gr 1	0 - 25mm
8	Feeler Gauge (per leaf)	Calibration using Gauge Block Set Gr. 0 / Gr 1	0.01mm - 5mm
9	Combination Set	Direct Measurement using Laser Interferometer System and Profile Projector	0 - 300mm; $0 \pm 90^\circ$
	9.1 Centering Head		$0 \pm 90^\circ$
	9.2 Protractor Head		$0 \pm 90^\circ$
	9.3 Square Head		$0 \pm 90^\circ$
	9.4 Steel Rule		0 - 300mm
10	Dial Gauge and Dial Test Indicator	Calibration using Calibration Tester	-less than 20 mm
11	Dial Thickness Gauge	Calibration using Calibration Tester	-less than 20 mm
12	Dial/Thickness Gauge with Non-Removable Handle	Calibration using Gauge Block Set Gr. 0 / Gr 1 / Gr 2	0 - 50 mm
13	Height Master per column	Calibration using Gauge Block Set Gr. 0 and Precision Checkmaster 0-600mm	0 - 310mm
14	Height Gauge	Calibration using Checkmaster 0-450mm	0 - 450mm 0 - 600mm
15	Gauge Block	Calibration using Gauge Block Gr.00 (Steel or Ceramic using Automatic Gauge Block Comparator)	0.5 - 100mm
	15.1 Gauge Block Gr0		
	15.2 Gauge Block Gr1		
	15.3 Gauge Block Gr2		
16	Fixed Gauge (Go - No-Go Gauge)	Calibration using Gauge Block Set Gr. 0 / Gr 1 or Laser Interferometer System	
	16.1 Go Gauge		>10mm \varnothing - 100mm \varnothing
	16.2 No-Go Gauge		>10mm \varnothing - 100mm \varnothing
	16.3 Pin Gauge		0.1mm \varnothing - 10mm \varnothing
17	Toolmakers Microscope	Calibration using Standard Glass Scale and Standard Angle Blocks	Linear: 0 - 50mm, Angular: $0 \pm 90^\circ$
18	Optical Projector	Calibration using Reference Glass Scale, Angle Blocks Set	0 - 50mm, $0 \pm 90^\circ$
19	Granite Surface Plate (per length of Diagonal)	Direct Measurement using Laser Interferometer System	up to 354mm
			>354mm to 566mm
			>566mm to 891mm
			>891mm to 1414mm



			>1414mm to 2236mm
			>2236mm to 2968mm
20	Machine Tools	Direct Measurement using Laser Interferometer System	0 - 1000mm (x,y,z)
	20.1 Linear Positioning Error (per axis/meter)		
	20.2 Straightness Error (per axis/meter)		
21	Dimensional Inspection (per sample)	Direct Measurement using Conventional Measuring Instruments	
	21.1 Roundness Measurement		up to 100mm ϕ
	21.2 Surface Roughness Assessment		up to 100 (Ra,Rv,Rz)
	21.3 Straightness Measurement		up to 600mm
	21.4 Radius Gauge		up to 25mm
	21.5 Impact Specimen		up to 300mm
	21.6 G.I. Pipes		up to 300mm ϕ
	21.7 Machine Components /Equipment Parts/ Instruments not included in the list		up to 1500mm
22	Steel Rule (Metal Rule)	Calibration using Scale Lupe / Universal Measuring Machine	300 mm and below
			>300 mm - 600mm
			>600 mm - 1000mm
			>1000mm - 1500mm
			>1000mm - 1500mm
			>1500mm - 2000mm
23	Steel Rule (Metal Rule)	Direct Measurement using Laser Interferometer System	1000mm and below
			>1000mm - 1500mm
			>1500mm - 2000mm
24	Glass Scale (max of 10 points)	Direct Measurement using Laser Interferometer System	0 – 100 mm
			0 – 200 mm
			0 – 300 mm
			0 – 400 mm
25	Dimensional Measurement using Laser per sample	Direct Measurement using Laser Interferometer System	0 - 300mm
26	Dimensional Measurement using Universal Measuring Machine / Coordinate	Direct Measurement using Universal Measuring Machine, Coordinate Measuring Machine	200mm x 400mm x 400mm



	Measuring Machine (CMM) per hour.		
27	Conventional Measurement using Caliper, Dial Gauge, Outside Micrometer, Micro/Digimatic Indicator etc.	Direct Measurement using Conventional Measuring Machine	200mm x 400mm x 400mm
28	Calibration of CMM	Calibration using Checkmaster 0-450mm	400mm - 600mm (x,y,z axis)
	28.1 Linear Error/Axis		
	28.2 Straightness of axis		
	28.3 Squareness of axis		
29	Precision Square	Calibration using Gauge Block Set Gr0	200x300 mm and smaller
30	Precision Square Master	Calibration using Laser Interferometer System	300mm x 500mm
31	Bevel Protractor	Calibration using Angle Gauge Blocks	0 - $\pm 90^\circ$
32	Precision Level per scale	Direct Measurement using Laser Interferometer System	0.002mm per meter
33	Mu-Checker (Electrical Comparator)	Calibration using Gauge Block Gr0	0.0001 x ± 5 mm
34	Calibration Tester	Calibration using Gauge Block Gr0	0 - 25mm
35	Caliper Checker	Calibration using Precision Checkmaster	600 mm and below
36	Precision Check Master	Calibration using Precision Checkmaster	600 mm and below
37	Precision Straight Edge	Calibration using Laser Interferometer System	1000 mm and below
38	Bore Gauge	Calibration using Calibration Tester (Micrometer Head)	300 mm and below
39	Microindicators	Calibration using Gauge Block Gr0	0.001 x ± 5 mm
40	Vernier Depth Gauge	Calibration using Checkmaster	0 - 300mm
41	Ball bar Testing	Direct Measurement using Ball Bar Tester	400mm to 600mm (x,y,z)
42	Digimatic Indicators	Calibration using Gauge Block Set Gr2	>20 mm
			<20 mm
43	Universal Measuring Machine	Direct Measurement using Laser Interferometer System	0 - 400mm
44	Precision Square Master	Calibration using Laser Interferometer System	500mm x 300mm
45	Snap Gauge	Calibration using Gauge Block Set Gr0	0 - 25 mm
			>25-100 mm



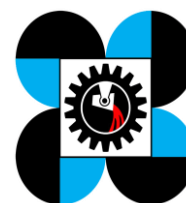
46	Carpenter Square Squareness	Calibration using Precision Square and Gauge Block Gr.0	400mm x 700mm
47	Carpenter Square Linear Scale/leg	Calibration using Laser Interferometer System	400mm x 700mm
48	De-burring of Gauge Blocks	Removal of scratches, burrs, and corrosion using de-burring stone	0.5mm - 100mm
49	De-burring of other Small Tools	Removal of scratches, burrs, and corrosion using de-burring stone	0 - 400mm
50	Caliper Type Inside Micrometer	Calibration using Gauge Block Gr0	0 - 30mm
51	Depth Micrometer	Calibration using Gauge Block Set Gr0	0-25mm
52	Tape Measure	Calibration using Scale Lupe	up to 10m
			additional fee per meter

2. Electrical Metrology

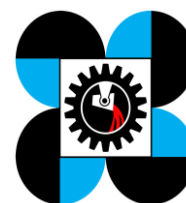
No.	Type of Equipment / Device	Description of Calibration Service	Range or Capacity
1	AC Current Source/Standard (first setting range)	Direct Measurement Using Standard Multimeter and Standard Resistor	up to 50A
			per succeeding range
2	AC Voltage Source/Standard (first setting range)	Direct Measurement Using Standard Multimeter	up to 1000V
			per succeeding range
3	Ammeter	Calibration Using Standard Calibrator	20A, AC (1 to 2 ranges)
			20A, AC (1 to 5 ranges)
			<2A, DC (1 to 2 ranges)
			<2A, DC (1 to 5 ranges)
			>2A, DC (1 to 2 ranges)
			>2A, DC (1 to 5 ranges)
4	AC Clampmeter	Calibration Using Standard Calibrator	up to 500A (first range) per succeeding range
5	Current Shunt	Calibration Using Standard Power Source and Standard Resistor	AC, 10 A
			AC, 50 A
			DC, 10 A
			DC, 50 A
6			up to 50A



	DC Current Source/Standard	Direct Measurements Using Standard Multimeter and Standard Resistor	per succeeding range
7	DC Voltage Source/Standard by Direct Measurement	Direct Measurements Using Standard Multimeter	up to 1000V, (first range) per succeeding range
8	DC Voltage Source/Standard by Transfer Method	Calibration Using Standard Multimeter	up to 1000V (first range) per succeeding range
9	DC Clampmeter	Calibration Using Standard Calibrator	up to 500A (first range) per succeeding range
10	Decade Resistance Box (per dial)	Direct Measurements Using Standard Multimeter and Current Source	0 Ω to 100 M Ω
11	Double Bridge	Calibration Using Standard Resistor	Yokogawa 2752 Yokogawa 2769
12	Earth Tester	Calibration Using Decade Resistance Box	Up to 100 M Ω per succeeding range
13	Electronic Load (Direct Current)	Direct Measurement using Standard Multimeter	up to 20A (first range) per succeeding range
14	Groundstrap Tester/Checker	Calibration Using Decade Resistance Box	up to 100M Ω
15	High Voltage Meter	Calibration Using Standard Calibrator	Up to 10 Kv (first range) per succeeding range
16	Insulation Tester	Calibration Using Decade Resistance Box	Up to 1000V per succeeding range
17	Megohmmeter	Calibration Using Decade Resistance Box	Up to 100M Ω per succeeding range
18	Kelvin Bridge	Calibration Using Standard Resistor	up to 1M Ω
19	Millivolt Potentiometer	Direct Measurement Using Standard Multimeter	up to 100mV, 1st Range per succeeding range
20	Multimeter, Analog	Calibration Using Standard Calibrator	up to 1000V ac/dc, up to 2A ac/dc, up to 100 M Ω
21	Multimeter, Digital	Calibration Using Standard Calibrator	3 ½ digits, up to 1000V ac/dc, up to 2A ac/dc, up to 100 M Ω 4 ½ digits, up to 1000V ac/dc, up to 2A ac/dc, up to 100 M Ω 5 ½ digits, up to 1000V ac/dc, up to 2A ac/dc, up to 100 M Ω 6 ½ digits, up to 1000V ac/dc, up to 2A ac/dc, up to 100 M Ω



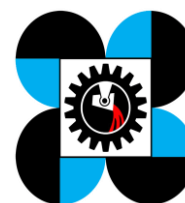
22	Ohmmeter (1st Range)	Calibration Using Standard Calibrator	100mΩ to 100GΩ
			per succeeding range
23	pH Meter/Simulator	Calibration Using Standard Calibrator	0 to 14 pH
24	Puncture Tester (1st Range)	Direct Measurement Using Standard High Voltage Meter	Up to 5kV AC/DC; Up to 2A AC/DC; Up to 100 MΩ
			per succeeding range
25	Resistance Box (First 5 points)	Direct Measurement Using Standard Multimeter	Up to 10 MΩ per succeeding range
26	Puncture w/ Insulation Tester	Direct Measurement Using Standard High Voltage Meter and Calibration Using Decade Resistance Box	Up to 5kV AC/DC; Up to 2A AC/DC; Up to 100 MΩ
27	Rheostat	Direct Measurement Using Standard Multimeter	per sample
28	Stopwatch/ Timer	Calibration Using Standard Stopwatch	15 Minutes (minimum)
29	Standard Resistor (by Direct Measurement)	Direct Measurement Using Standard Multimeter	1 Ω to 10 MΩ
30	Standard Resistor (by Ratio)	Direct Measurement Using Standard Multimeter and Calibration Using Standard Resistor and Current Sensor	1 Ω to 10 MΩ
31	Surface Resistance Checker	Calibration Using Decade Resistance Box	up to 100GΩ
32	Ultrasonic Tester	Calibration Using Standard Step Gauge	up to 25mm (Horizontal/Vertical)
33	Variable AC Transformer	Direct Measurement Using Standard Multimeter	Up to 1000V
34	Voltmeter	Calibration Using Standard Calibrator	Up to 1000V AC/DC, (first range)
			per succeeding range
35	Wattmeter AC	Calibration Using Standard Calibrator	Up to 5A; 240V , (first range)
			per succeeding range
36	Wattmeter DC (1st Range)	Calibration Using Standard Calibrator	Up to 5A; 240V
			per succeeding range
37	Resistance Bridge/Wheatstone Bridge	Calibration Using Standard Resistor	1 Ω to 10 MΩ
38	Tachometer (non-contact)	Calibration Using Standard Calibrator	1 to 100,000 rpm



B. Instrumentation Laboratory

1. Force Calibration

No.	Type of Equipment / Device	Description of Calibration Service	Range or Capacity
1	Electronic Balance	Direct measurement using standard mass	500g capacity and below above 500g capacity
2	Gram Gauge	Direct measurement using standard mass	Up to 100kg
3	Push-Pull Gauge	Direct measurement using standard mass	Up to 100kg
4	Rockwell Hardness Tester	Calibration using Standardized Test Blocks	Up to 100 Rockwell Hardness
5	Testing Machines (1st Setting Range)	Direct measurement using standard mass/Load Cell/Proving ring	0 - 2000 kN per succeeding Setting Range
6	6.1 Torque Meter (single direction) 6.1 Torque Meter (Dual direction)	Calibration using standard mass and torque wheel	0 N.m to 25 N.m
7	Torque Wrench (single direction) Torque Wrench (dual direction)	direct measurement using standard torque meter	0 N.m to 25 N.m
8	Triple Beam Balance	direct measurement using standard mass	Up to 100kg
9	Non-Automatic Weighting Instruments Electronic Type Only	direct measurement using standard mass	up to 60 kg
10	Non-Automatic Weighting Instruments Electronic Type Only	direct measurement using standard mass	>60 kg to 100 kg
11	Performance Testing of Non-Automatic Weighting Instruments Mechanical Types	direct measurement using standard mass	up to 1 tonne
12	Performance Testing of Non-Automatic Weighting Instruments Electronic Types + additional fee in excess 1 tonne	direct measurement using standard mass	up to 1 tonne

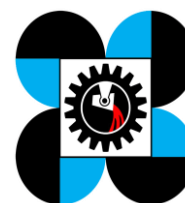


2. Thermometry Calibration

No.	Type of Equipment / Device	Description of Calibration Service	Range or Capacity
1	Clinical Thermometer	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-20°C to +80°C
2	Digital Thermometer, T/C	Calibration using Standard Calibrator	-200°C to +1800°C, 1st range per succeeding range
3	Digital Thermometer, Additional Probe	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-30°C to +250°C
4	Digital Thermometer, RTD	Calibration using Standard Calibrator	-200°C to +1800°C, 1st range per succeeding range
5	Glass/Filled/Bimetallic Thermometer	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-30 to +120°C , 1st five points per additional test points 0 to +100°C , 1st five points per additional test points 0°C to +200°C ,1st five points per additional test points 0 to 350°C , 1st five points per additional test points 50 °C to 600 °C, 1st five points per additional test points
6	Furnace	Direct Measurement Using Standard Thermocouple Wires and Temperature Recorder	50 to 500°C, single test point per additional test points >500 to 1000°C, single test point per additional test points
7	Oven/Freezer	Direct Measurement Using Standard Thermocouple Wires and Temperature Recorder	-30 to +300°C, single test point per additional test points



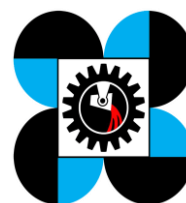
8	RTD Calibrator/ Simulator	Direct Measurement Using Standard Calibrator and Standard DMM	1st range
			per succeeding range
9	RTD Probe/Wire, Industrial	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-30 to +500°C, 1st five points
			per additional test points
10	RTD Probe/Wire, Standard	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-30 to +500°C, 1st ten points
			per additional test points
11	Surface Temperature Probe	Direct Measurement Using Standard Surface Calibrator	50 to 300 C
12	Temperature Controller	Calibration Using Standard Calibrator	RTD, T/C, 1st range
13	Temperature Indicator	Calibration Using Standard Calibrator	RTD, T/C, 1st range
14	Temperature Recorder	Calibration Using Standard Calibrator	RTD,T/C single- point,1st range
			per succeeding range
			RTD, T/C multi-point 1st Range
			per succeeding range
15	Thermocouple Calibrator/Simulator (first range)	Direct Measurement Using Standard Calibrator and Standard Multimeter	1st range
			per succeeding range
16	Thermocouple Probe/Wire (first 5 points)	Calibration using Standard Platinum Resistance Thermometer (SPRT)	-30 to +100°C, 1st five points
			per additional test points
			0 to 100°C, 1st five points
			per additional test points
			0 to 200°C, 1st five points
			per additional test points
			0 to 300°C , 1st five points
			per additional test points
			0 to 500°C , 1st five points
			per additional test points
			50 to 1000°C, 1st five points
			per additional test points



17	Thermohygrograph	Calibration using Standard Thermohygrometer/Standard Psychourometer	0-100% RH, 0-100°C, ambient room condition only
18	Electronic/Dial Thermohygrometer	Calibration using Standard Thermohygrometer / Standard Psychourometer	0-100% RH, 0-100°C, ambient room condition only
19	Hygrograph	Calibration using Calibration Chamber & Standard Hygrometer/Psychourometer	35%-98% RH, regular 6 test points
20	Electronic/Dial type hygrometer	Calibration using Calibration Chamber & Standard Hygrometer/Psychourometer	35%-98% RH, regular 6 test points
21	Thermometers (Room, Max & Min, Liquid, Thermograph, Dial type & Electronics)	Calibration using Calibration Chamber & Standard Thermometer	0 - 45°C, regular 6 test points
22	Thermostat	Calibration using SPRT	-30 to + 50°C, 1st range
23	Water Bath (first temp. setting)	Direct Measurement Using Standard Thermocouple Wires and Temperature Recorder	-30 to +500°C, single test point per additional test points

3. Pressure Calibration

No.	Type of Equipment / Device	Description of Calibration Service	Range or Capacity
1	Current to Pressure (I/P) Transducer	Direct Measurement using Test Gauge/Pressure Calibrator	0.1 MPa to 100 MPa
2	Pressure to Current (P/I) Transducer	Direct Measurement using Test Gauge/Pressure Calibrator	0.1 MPa to 100 MPa
3	Differential Transmitter (D/P Cell) Electronic	Direct Measurement using Test Gauge/Pressure Calibrator	0.1 MPa to 100 MPa
4	Differential Transmitter (D/P Cell) Pneumatic	Direct Measurement using Test Gauge/Pressure Calibrator	0.1 MPa to 100 MPa
5	Hydraulic/Pneumatic Pressure Gauges	Direct Measurement using Test Gauge/Pressure Calibrator	0.1 MPa to 100 MPa
6	Hydraulic/Pneumatic Pressure Test Gauge	Direct Measurement using Deadweight Pressure Balance	0.1 MPa; 1.25 MPa to 101.1 MPa
7	Pneumatic Deadweight Pressure Tester	Calibration using Digimatic Caliper, Electronic Balance and Deadweight Pressure Balance	0 to 1000 bar
8	Measurement of Piston Diameter	Direct Measurement using Digimatic Caliper	per sample
9	Weighing of Deadweight per piece	Direct Measurement using Electronic Balance	per sample



10	Hydraulic Deadweight Pressure Tester	Calibration using Digimatic Caliper, Electronic Balance and Deadweight Pressure Balance	0 to 1000 bar
11	Pneumatic Pressure Calibrator (1st Range)	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 40 bar, 1st range per succeeding range
12	Pneumatic Controller	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 40 bar
13	Pneumatic Indicator	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 40 bar
14	Pneumatic Recorder	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 40 bar
15	Pneumatic Pressure Switch	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 40 bar
16	Pressure Industrial Gauge	Direct Measurement using Test Gauge/Pressure Calibrator	0 to 1000 bar
17	Pressure Measuring Instrument (regular 6 test points)	Calibration using Pressure Calibrator	700hPa - 1040hPa per succeeding test points

4. In-plant Calibration Charge

- 1 Within 50 Km radius from Base laboratory per day per team
- 2 More than 50 Km radius from Base laboratory per day per team

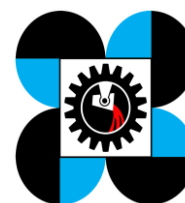


Division :	Analysis and Testing Division – Metrology and Instrumentation Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
Job Entry and Submission of Instrument/s				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Instruments/Equipment must be in good working condition, with complete accessories and manual needed/ necessary for the accurate calibration process			Client/Industry requesting for calibration	
If Representative				
Authorization Letter signed by the principal			Company/Industry Requesting for Calibration	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor’s Log Book at the Office Lobby	1. None	None	5 minutes	Guard on Duty
2.0 Proceed to ATD Office- Receiving and submit instruments for Calibration to Instrumentation/ Metrology Lab and the required documents, if applicable	2. Evaluate instrument/s and check for functionality and physical condition and receive the required documents, if applicable	None	15 minutes per instrument	Senior Science Research Specialist, Instrumentation/ Metrology Laboratory
3. Review carefully the contents of TSR and ensure that the requirements for the requested service are included	3. Generation of Technical Service Request (TSR) using ULIMs (2 Copy)	Refer to DOST AO No. 006 Series of 2018,	30 minutes	-same as step 2-
4. Sign the generated TSR	4. Sign the generated TSR	None	5 minutes	-same as step 2-
		Subtotal	55 minutes	

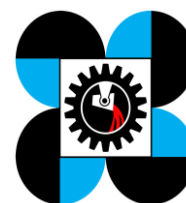


SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple job requests received within the day	Conduct of calibration will be on scheduled basis depending on the availability of laboratory reference standard and personnel	Laboratory	Queueing system (First In First Out)
For un-stable laboratory environmental condition due to Air-Conditioning system and other Influence Quantity factors	The Client will be informed that the stabilization time process will be extended.	Laboratory	Queueing system (First In First Out)
For complex instrument not included in the Fees and Charges in the DOST Administrative Order No.006	The Client will be provided with Quotation approved by the Head of Agency or his Authorized Representative. The calibration process will only commence upon approval/acceptance of the quotation and the corresponding issuance of Purchase Order by the client	Laboratory	Follow MIRD procedure on Tender Request and Contract

Testing, Calibration and Witnessing of Test				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Return to ATD-DHO Receiving on the scheduled witnessing date, if necessary Note: Witnessing is based on client's request	1. Conduct sample preparation, testing and calibration, submission of draft report 1.2 Typing, checking, signing and sealing of Test / Calibration Certificates	none	14 days from receipt of sample, depending on the quantity and complexity of test / calibration performed.	Respective ATD Laboratory Personnel



Job Releasing, Claiming of Certificate and Test Samples or Instrument				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client's employee, or Original copy of Authorization Letter if client's representative			Company stated in the TSR	
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier			Issued by the Laboratories upon acceptance of test jobs	
Official Receipt and Invoice, if any			MIRDC-Cashier	
Property Exit Slip			ATD-DHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.16 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office or Authorized Contract of Service Personnel, ATD- Division Head Office
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test/ Calibration Certificates	none	5 minutes	
3. Sign the Pink Copy of the Certificates	3.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
	3.2 ATD -DHO staff calls the assigned laboratory personnel to bring the samples/ instruments at the ATD-DHO for releasing	None	15 minutes	



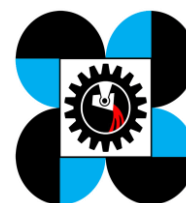
4. Sign Property Exit Slip	4. Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test/calibration certificates and property exit slip	none	5 minutes	
		Subtotal	45 minutes	
		Grand Total	15 days 40 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For clients with payment balance	Client will have to proceed to Cashier's Office to pay the remaining balance and have their TSR stamped "paid" with a notation paid in full	Cashier's Office	Processing of payment will entail 10 minutes.

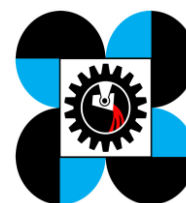
TABLE OF CALIBRATION FEE

(Per DOST Administrative Order No. 006, series of 2018 "Prescribe Calibration Fees for ITDI, MIRDC, PAG-ASA and Regional Metrology Laboratories (RMLs)")

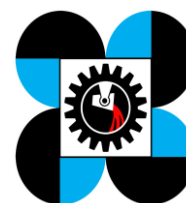
Type of Equipment/Device	Fees (Pesos)
ELECTRICAL	
AC Current Source/Standard	
up to 50A	2,650.00
per succeeding range	750.00
AC Voltage Source/Standard	
up to 1000V	1,750.00
per succeeding range	550.00
Ammeter (AC, 20 A)	
1 to 2 ranges	750.00
1 to 5 ranges	1,200.00
Ammeter (DC, 2 A and below)	



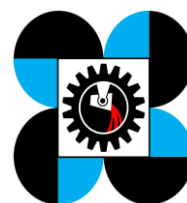
1 to 2 ranges	700.00
1 to 5 ranges	1,150.00
Ammeter (DC,above 2 A)	
1 to 2 ranges	1,000.00
1 to 5 ranges	1,700.00
AC Clampmeter (up to 500A)	
up to 500A	800.00
per succeeding range	300.00
Current Shunt, (AC, 10 A)	1,300.00
Current Shunt, (AC, 50 A)	1,650.00
Current Shunt, (DC, 10 A)	1,400.00
Current Shunt, (DC, 50 A)	1,700.00
DC Current Source/Standard	
Up to 50A	2,100.00
per succeeding range	900.00
DC Voltage Source/Standard	
by direct measurement	
up to 1000V	1400.00
per succeeding range	650.00
by transfer method	
up to 1000V	2,600.00
per succeeding range	1,100.00
DC Clampmeter	
up to 500A	900.00
per succeeding range	350.00
Decade Resistance Box (per dial)	1,100.00
Double Bridge	
1st range	1,800.00
per succeeding range	1,100.00
Earth Tester	
1st range	1,350.00
per succeeding range	400.00
Electronic Load	
up to 20A	1,200.00
per succeeding range	800.00
Groundstrap Tester/Checker	
1st range	550.00
per succeeding range	330.00
High Voltage Meter (up to 10 kV)	
Up to 10 kV	2,000.00
per succeeding range	1,150.00
Insulation Tester (Megohmmeter)	
up to 1000V	1,050.00
per succeeding range	350.00
Megohmmeter	



up to 1000MΩ	1,090.00
per succeeding range	350.00
Kelvin Bridge	
up to	1MΩ
per succeeding range	1,250.00
Millivolt Potentiometer	
Up to 100mV	1,850.00
per succeeding range	900.00
Multimeter, Analog	2,250.00
Multimeter, Digital,	
3 $\frac{1}{2}$ digits	3,250.00
4 $\frac{1}{2}$ digits	5,050.00
5 $\frac{1}{2}$ digits	7,900.00
6 $\frac{1}{2}$ digits	10,150.00
Ohmmeter	
100mΩ to 100GΩ	900.00
per succeeding range	350.00
Ohmmeter (0-14 pH)	700.00
Puncture Tester	
1st range	950.00
per succeeding range	400.00
Puncture w/ Insulation Tester	
Up to 5Kv AC/DC, 2A AC/DC, and 100 MΩ	1,950.00
Resistance Box	
1st five points	550.00
per succeeding point	150.00
Rheostat	550.00
Stopwatch (15 minutes. minimum)	680.00
Standard Resistor	
by direct measurement	3,150.00
by ratio	4,250.00
Surface Resistance Checker	
1st range	850.00
per succeeding range	510.00
Tachometer	700.00
Ultrasonic Tester	1,600.00
Variable AC Transformer	700.00
Voltmeter, (1000V, AC/DC)	
1st range	700.00
per succeeding range	350.00
Tachometer	700.00
Wattmeter (AC 240V, 5A)	
1st range	1,800.00
per succeeding range	900.00
Wattmeter (DC 240V, 5A)	
1st range	1,845.00

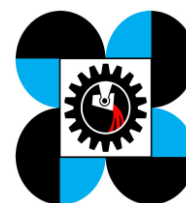


per succeeding range	800.00
Wheatstone Bridge	3,350.00
Temperature	
Clinical Thermometer (-20 to 80°C)	1,700.00
Digital Thermometer, T/C	
1st range	1,800.00
per succeeding range	500.00
Digital Thermometer, Add'l Probe	1,800.00
Digital Thermometer, RTD	
1st range	1,800.00
per succeeding range	500.00
Glass/Filled/Bimetallic Thermometer	
-30 +120 °C (1st 5 points)	1,750.00
per additional point	500.00
0 to 100 °C (1st 5 points)	1,700.00
per additional point	500.00
0 to 200 °C (1st 5 points)	1,700.00
per additional point	500.00
0 to 350 °C (1st 5 points)	1,750.00
per additional point	500.00
50 to 600 °C (1st 5 points)	1,700.00
per additional point	500.00
Furnace	
50 to 500°C, single test point	2,100.00
per additional test point	500.00
500 to 1000°C, single test point	2,700.00
per additional test point	650.00
Oven/Freezer	
-30 to +500 °C, single test point	2,100.00
per additional test point	500.00
RTD Calibrator/Simulator	
1st range	2,100.00
RTD Probe/Wire, Industrial	
-30 to +500 °C (1st 5 points)	1,950.00
per additional test point	750.00
RTD Probe/Wire, Standard	
-30 to +500 °C (1st 10 points)	3,700.00
per additional test point	900.00
Surface Temperature Probe	
50 to 300 °C	1,400.00
Sling Psychourometer (bulb-type)	
0 to 50 °C	1,940.00
Temperature Controller (RTD, T/C)	1,800.00
Temperature Indicator (RTD,T/C)	1,800.00
Temperature Recorder (RTD,T/C)	
Single-point	

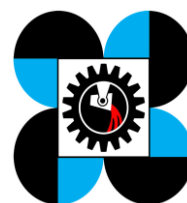


1st range	1,800.00
per succeeding range	450.00
Multi-point	
1st range	2,900.00
per succeeding range	650.00
Thermocouple Calibrator/Simulator	
1st range	2,200.00
per succeeding range	650.00
Thermocouple Probe/Wire	
-30 to +100 °C (1st 5 points)	1,750.00
per additional test point	500.00
0 to 100 °C (1st 5 points)	1,250.00
per additional test point	500.00
0 to 200 °C (1st 5 points)	1,450.00
per additional test point	500.00
0 to 300 °C (1st 5 points)	1,750.00
per additional test point	500.00
0 to 500 °C (1st 5 points)	1,850.00
per additional test point	500.00
50 to 1000 °C (1st 5 points)	2,000.00
per additional test point	500.00
Thermohygrograph	1,450.00
Electronic/Dial Thermohygrometer	1,550.00
Hygrograph	650.00
Electronic/Dial type hygrometer	700.00
Thermostat	750.00
Water Bath, -30 to +500 °C	
1st temperature setting	2,100.00
per additional temperature setting	550.00
PRESSURE	
Current to Pressure (I/P) Transducer	1,400.00
Pressure to Current (P/I) Transducer	1,400.00
Differential Transmitter (D/P Cell)	
Electronic	1,400.00
Pneumatic	1,300.00
Pressure Gauge	
Pneumatic, industrial grade	900.00
Hydraulic, industrial grade	900.00
Test Gauge	
Pneumatic	2,300.00
Hydraulic	2,300.00
Pneumatic Deadweight Pressure Tester	2,950.00
Measurement of Piston Diameter	700.00
Weighing of Deadweight (per piece)	250.00
Hydraulic Deadweight Pressure Tester	2,850.00

FORCE



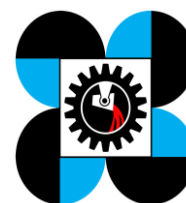
Electronic Balance	
500 g capacity and below	1,350.00
above 500 g capacity up to 100 kg	1,550.00
Gram Gauge	900.00
Push-Pull Gauge up to 100 kg	1,100.00
Rockwell Hardness Tester (per scale)	2,350.00
UTM	
for one range	3,700.00
for additional ranges	1,545.00
Torque Wrench	
single direction	1,300.00
dual direction	1,950.00
DIMENSIONAL MEASUREMENT	
Dimensional Inspection (per sample)	
Roundness Measurement	500.00
Surface Roughness Assessment	500.00
Straightness Measurement	500.00
Radius Gauge	500.00
Impact Specimen	500.00
G.I. Pipes	500.00
Machine Components/Equipment	
Parts/Instruments not included in the list	500.00
Roundness Measurement	800.00
(conventional method)	
Pneumatic Pressure Calibrator	
0 to 40 bar (1st range)	2,300.00
per succeeding range	1,300.00
Pneumatic Controller	1,000.00
Pneumatic Indicator	900.00
Pneumatic Recorder	1,000.00
Pneumatic Pressure Switch	900.00
Pressure Measuring Instrument	
(Barometer, Barograph, Electronics)	
(reg. 6 test points)	
700hPa – 1040hPa	700.00
per succeeding test points	250.00
Mercurial Barometer (reg. 6 test points)	
700hPa – 1040 hPa	850.00
per succeeding test points	300.00
Torque Meter	
single direction	1,950.00
dual direction	3,250.00
Triple Beam Balance	1,140.00
Non-Automatic Weighing Instruments	
Electronic Type 0-100 kg	1,550.00
Performance Testing	
Mechanical Type (up to 1 ton)	1,550.00



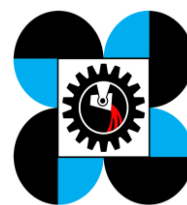
Electronic Type	
up to 1 ton	1,550.00
additional fee in excess ton	70.00
Straightness Measurement (conventional method)	750.00
Dimensional Measurement using LASER per sample	
0-300 mm range	2,150.00
Dimensional Measurement using CMM per hour.	500.00
Conventional measurement using V. caliper, Dial Gauge, O. micrometer, etc.	500.00
Vernier Caliper	
0 - 150 mm range	850.00
0 - 250 mm range	1,225.00
above 150 - 200 mm range	950.00
above 200 - 300 mm range	1,225.00
above 300 - 600 mm range	1,300.00
above 600 - 1000 mm range	1,300.00
External Micrometer	
0 - 25 mm range	700.00
above 25 - 100 mm range	800.00
above 100 - 150 mm range	1,000.00
above 150 - 200 mm range	1,250.00
above 200 - 250 mm range	1,600.00
above 250 - 300 mm range	1,800.00
Setting Rod calibration per piece	550.00
Tubular Micrometer calibration for Micrometer head only	1,500.00
Depth Micrometer	750.00
Feeler Gauge per leaf	300.00
Combination Set	
Centering Head	700.00
Protractor Head	1,000.00
Square Head	1,000.00
Steel Rule	650.00
Dial Gauge, Dial Thickness Gauge and Dial Test Indicators using calibration tester	
0-20.0 mm range	850.00
Dial/Thickness Gauge with Non-Removable Handle	
0-50 mm range	1,650.00
Height Master, 0-310mm, per column	2,700.00
Vernier and Digimatic Height Gauge 0 - 600 mm range	1,000.00



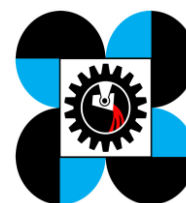
Gauge Block	
Grade 0 (per piece)	700.00
Grade 1 (per piece)	550.00
Grade 2 (per piece)	360.00
Deburring (per piece)	150.00
Rectangular Gauge Block	
Grade 0 (Steel)	1,160.00
Grade 1 (Steel)	1,030.00
Grade 2 (Steel)	1,030.00
Fixed Gauge (Plug/Go-No Go) per side	850.00
Pin Gauge (per piece)	300.00
Toolmakers Microscope	2,800.00
Optical Projector	2,800.00
Mu-Checker (for one range)	1,800.00
per additional setting range	850.00
Calibration Tester	2,300.00
Caliper Checker - 600 mm and below	2,900.00
Precision Check Master	
600 mm and below	3,300.00
Precision Straight Edge	
1000 mm and below	1,500.00
Granite Surface Plate	
Diagonal Length in mm:	
Over up to including 354mm	3,500.00
354mm to 566mm	3,600.00
566 mm to 891mm	4,000.00
891 mm to 1414mm	4,300.00
1414 mm to 2236mm	4,500.00
2236 mm to 2968mm	4,700.00
Dial Caliper Gauges	1,400.00
Machine Tools: (using LASER)	
Linear Positioning Error	
per axis/meter	3,600.00
Straightness Error per axis/meter	3,600.00
Squareness per axis/meter	7,200.00
Steel Rule	
0-300 mm	500.00
above 300-600 mm	650.00
above 600-1000 mm	900.00
above 1000-1500 mm	900.00
above 1500-2000 mm	900.00
Steel Rule (using LASER)	
0-1000 mm range	1,100.00
above 1000 – 1500 mm range	2,150.00
above 1500 – 2000 mm range	2,800.00
Glass Scale	
0-100 mm, max. 10 points	600.00



0-200 mm, max. 10 points	800.00
0-300 mm, max. 10 points	900.00
0-400 mm, max. 10 points	900.00
Dimensional Measurement using LASER per sample	
0-300 mm range	2,150.00
Dimensional Measurement using CMM per hour.	500.00
Conventional Measurement	500.00
Coordinate Measuring Machine	
Linear Error/Axis	4,300.00
Straightness of axis	4,300.00
Squareness of axis	4,300.00
Precision Square	
200 x 300 mm and smaller	1,550.00
Precision Square Master (using LASER)	2,900.00
Bevel Protractor	1,350.00
Precision Level per scale	1,200.00
Rockwell Hardness Tester (per scale)	2,350.00
UTM	
for one range	3,700.00
for additional ranges	1,545.00
Bore Gauge – 300 mm and below	1,900.00
Microindicators	1,650.00
Vernier Depth Gauge	1,200.00
Ball Bar Testing	2,500.00
Digimatic Indicator	1,650.00
Comparison of LASER using:	
UMM for x-axis only (combined)	3,900.00
Precision Square Master	4,900.00
MASSES	
NAWI, Electronic Type Only (On-site Calibration)	
up to 2kg (using OIML Class E2)	2,000.00
up to 60 kg (using OIML Class F1)	1,530.00
up to 200kg (using OIML Class F2)	1,530.00
up to 300kg (using OIML Class M1)	1,530.00
Snap Gauge/Snap Meter, 0-25mm	
0 – 25 mm	1,700.00
25 – 100mm	2,100.00
Carpenter Square	
Squareness	1,500.00
Linear Scale per leg	800.00



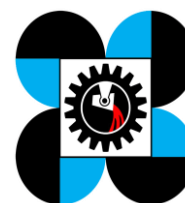
De-burring of other Small Tools	750.00
Caliper Type Inside Micrometer	1,650.00
Depth Micrometer	700.00
Tape Measure	
up to 10m	700.00
additional fee per meter	70.00
Digital Thickness Gauge	
(Non-removable)	1,650.00
Dial Gauges (>20mm)	1,650.00
NAWI, Electronic & Mechanical Types	
(Base Laboratory or On-site Calibration)	
High Accuracy II	
(using OIML Class F2)	1,200.00
Medium Accuracy II & Ordinary III	
(using OIML Class M1 and	
substitution material)	1,080.00
Add'l fee for every ton thereafter	
in excess of 1 ton	
In-Plant Charge	
Within Metro Manila	Php 2,000.00
	per Team
Outside Metro Manila	Php 3,000.00
	per Team



III. In-plant Calibration of Equipment and Instruments

Calibration services conducted at customer's plant-site on Dimensional Metrology Instruments, Mechanical (Pressure, Torque, Force and Weight), Thermometry and Electrical Instruments. These services are provided for the metals, engineering and allied industries through comparison with MIRDC laboratory reference standards to ensure their accuracy and traceability to System International (SI) units through standards maintained by a National Measurement Institute.

Division:	Analysis and Testing Division – Metrology and Instrumentation Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
Job Entry of In-Plant Calibration Services				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Instruments/Equipment must be in good working condition, with complete accessories and manual needed/ necessary for the accurate calibration process		Client/Industry requesting for calibration		
Quotation with Terms and Condition for the In-plant Calibration Activity		Metals Industry Research and Development Center		
Purchase Order		Client/Industry requesting for calibration		
If Representative				
Authorization Letter signed by the principal		Company/Industry Requesting for Calibration		
Note: Client shall provide Transport / accommodation for MIRDC personnel				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign in the Visitor's Log Book at the Office Lobby	1. None	None	5 minutes	Guard on Duty
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.0 Proceed to ATD Office-Receiving and	2.1 Evaluate the Quotation	None	15 minutes per equipment	Senior Science Research Specialist

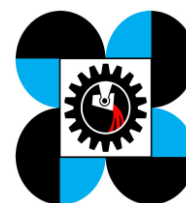


submit to Instrumentation/ Metrology Laboratory the required documents, Quotation issued by MIRDC and Purchase Order	and Purchase Order			(SSRS) of Instrumentation Laboratory or Metrology Laboratory
3.0 Review carefully the contents of TSR and ensure that the requirements for the requested service are included.	3.1 Generation of Technical Service Request (TSR) using ULIMs (2 Copy)	None	20 minutes	-same as step 2-
4.0 Sign the generated TSR	4.1 Sign the generated TSR	None	5 minutes	-same as step 2-
5. Proceed to Cashier's Office "Order of Payment" Window and present copy of TSR for payment	5.1 Received and Review the TSR 5.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section (FMS) Or <i>Administrative Assistant II,</i> FMS Or <i>Administrative Officer V</i> FMS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
6. Pay the required calibration fees and received the Official Receipt, copy of the TSR stamped "Paid"	6.1 Accept and process payment based on the Order of Payment 6.2 Issue the Official Receipt 6.3 Stamp TSR with "PAID" and return to customer	50% Down Payment Required; Client may opt to pay in full. Refer to Table of Calibration Fees	5 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section (AGSS) or <i>Administrative Officer II</i> AGSS
7.0 Proceed to ATD-DHO and present Official Receipt and TSR	7.1 Evaluate the TSR and the Official Receipt	None	5 minutes	Administrative Assistant I, Production and Planning Control Officer 1 (PPCO 1)
		Total	60 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple job requests received within the day	Conduct of calibration will be on scheduled basis depending on the availability of laboratory reference standard and personnel	Laboratory	Queueing system (First In First Out)
For un-stable laboratory environmental condition due to Air-Conditioning system and other Influence Quantity factors	The Client will be inform that the stabilization time process will be extended.	Laboratory	Queueing system (First In First Out)



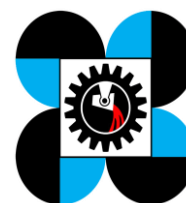
For complex instrument not included in the Fees and Charges in the DOST Administrative Order No.006	The Client will be provided with Quotation approved by the Head of Agency or an Authorized Representative. The calibration process will only commence upon approval/ acceptance of the quotation and corresponding issuance of Purchase Order by the client	Laboratory	Follow MIRDC procedure on Tender Request and Contract
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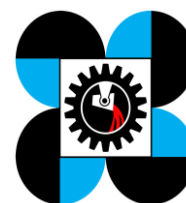
TABLE OF CALIBRATION FEE

(Per DOST Administrative Order No. 006, series of 2018 “Prescribe Calibration Fees for ITDI, MIRDC, PAG-ASA and Regional Metrology Laboratories (RMLs)”)

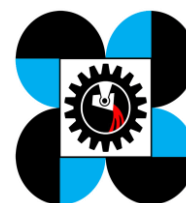
Type of Equipment/Device		Fees (Pesos)
ELECTRICAL		
AC Current Source/Standard		
	up to 50A	2,650.00
	per succeeding range	750.00
AC Voltage Source/Standard		
	up to 1000V	1,750.00
	succeeding range	550.00
Ammeter (AC,20 A)		
	1 to 2 ranges	750.00
	1 to 5 ranges	1,200.00
Ammeter (DC,2 A and below)		
	1 to 2 ranges	700.00
	1 to 5 ranges	1,150.00
Ammeter (DC, above 2 A)		
	1 to 2 ranges	1,000.00
	1 to 5 ranges	1,700.00
AC Clampmeter (up to 500A)		
	up to 500A	800.00
	per succeeding range	300.00
Current Shunt, (AC, 10 A)		1,300.00
Current Shunt, (AC, 50 A)		1,650.00
Current Shunt, (DC, 10 A)		1,400.00
Current Shunt, (DC, 50 A)		1,700.00
DC Current Source/Standard		
	Up to 50A	2,100.00
	per succeeding range	900.00
DC Voltage Source/Standard		
	by direct measurement	
	up to 1000V	1400.00
	per succeeding range	650.00
	by transfer method	
	up to 1000V	2,600.00
	per succeeding range	1,100.00
DC Clampmeter		
	up to 500A	900.00
	per succeeding range	350.00



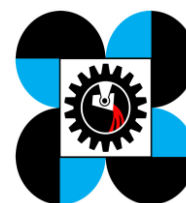
Decade Resistance Box (per dial)	1,100.00
Double Bridge	
1st range	1,800.00
per succeeding range	1,100.00
Earth Tester	
1st range	1,350.00
per succeeding range	400.00
Electronic Load	
up to 20A	1,200.00
per succeeding range	800.00
Groundstrap Tester/Checker	
1st range	550.00
per succeeding range	330.00
High Voltage Meter (up to 10 kV)	
Up to 10 kV	2,000.00
per succeeding range	1,150.00
Insulation Tester (Megohmmeter)	
up to 1000V	1,050.00
per succeeding range	350.00
Megohmmeter	
up to 1000MΩ	1,090.00
per succeeding range	350.00
Kelvin Bridge	
up to	1MΩ
per succeeding range	1,250.00
Millivolt Potentiometer	
Up to 100mV	1,850.00
per succeeding range	900.00
Multimeter, Analog	2,250.00
Multimeter, Digital,	
3 ½ digits	3,250.00
4 ½ digits	5,050.00
5 ½ digits	7,900.00
6 ½ digits	10,150.00
Ohmmeter	
100mΩ to 100GΩ	900.00
per succeeding range	350.00
Ohmmeter (0-14 pH)	700.00
Puncture Tester	
1st range	950.00
per succeeding range	400.00
Puncture w/ Insulation Tester	
Up to 5Kv AC/DC, 2A AC/DC, and 100 MΩ	1,950.00
Resistance Box	
1st five points	550.00



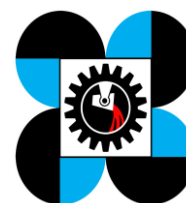
	per succeeding point	150.00
Rheostat		550.00
Stopwatch (15 minutes. minimum)		680.00
Standard Resistor		
	by direct measurement	3,150.00
	by ratio	4,250.00
Surface Resistance Checker		
	1st range	850.00
	per succeeding range	510.00
Ultrasonic Tester		1,600.00
Variable AC Transformer		700.00
Voltmeter, (1000V, AC/DC)		
	1st range	700.00
	per succeeding range	350.00
Tachometer		700.00
Wattmeter (AC 240V, 5A)		
	1st range	1,800.00
	per succeeding range	900.00
Wattmeter (DC 240V, 5A)		
	1st range	1,845.00
	per succeeding range	800.00
Wheatstone Bridge		3,350.00
Temperature		
Clinical Thermometer (-20 to 80°C)		1,700.00
Digital Thermometer, T/C		
	1st range	1,800.00
	per succeeding range	500.00
Digital Thermometer, Add'l Probe		1,800.00
Digital Thermometer, RTD		
	1st range	1,800.00
	per succeeding range	500.00
Glass/Filled/Bimetallic Thermometer		
	-30 +120 °C (1st 5 points)	1,750.00
	per additional point	500.00
	0 to 100 °C (1st 5 points)	1,700.00
	per additional point	500.00
	0 to 200 °C (1st 5 points)	1,700.00
	per additional point	500.00
	0 to 350 °C (1st 5 points)	1,750.00
	per additional point	500.00
	50 to 600 °C (1st 5 points)	1,700.00
	per additional point	500.00
Furnace		



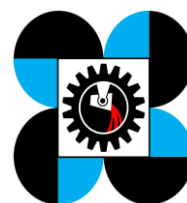
	50 to 500°C, single test point	2,100.00
	per additional test point	500.00
	500 to 1000°C, single test point	2,700.00
	per additional test point	650.00
Oven/Freezer		
	-30 to +500 °C, single test point	2,100.00
	per additional test point	500.00
RTD Calibrator/Simulator		
	1st range	2,100.00
RTD Probe/Wire, Industrial		
	-30 to +500 °C (1st 5 points)	1,950.00
	per additional test point	750.00
RTD Probe/Wire, Standard		
	-30 to +500 °C (1st 10 points)	3,700.00
	per additional test point	900.00
Surface Temperature Probe		
	50 to 300 °C	1,400.00
Sling Psychrometer (bulb-type)		
	0 to 50 °C	1,940.00
Temperature Controller (RTD, T/C)		1,800.00
Temperature Indicator (RTD,T/C)		1,800.00
Temperature Recorder (RTD,T/C)		
	Single-point	
	1st range	1,800.00
	per succeeding range	450.00
	Multi-point	
	1st range	2,900.00
	per succeeding range	650.00
Thermocouple Calibrator/Simulator		
	1st range	2,200.00
	per succeeding range	650.00
Thermocouple Probe/Wire		
	-30 to +100 °C (1st 5 points)	1,750.00
	per additional test point	500.00
	0 to 100 °C (1st 5 points)	1,250.00
	per additional test point	500.00
	0 to 200 °C (1st 5 points)	1,450.00
	per additional test point	500.00
	0 to 300 °C (1st 5 points)	1,750.00
	per additional test point	500.00
	0 to 500 °C (1st 5 points)	1,850.00
	per additional test point	500.00
	50 to 1000 °C (1st 5 points)	2,000.00
	per additional test point	500.00



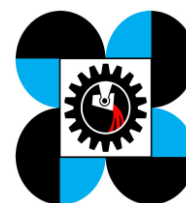
Thermohygrograph		1,450.00
Electronic/Dial Thermohygrometer		1,550.00
Hygrograph		650.00
Electronic/Dial type hygrometer		700.00
Thermostat		750.00
Water Bath, -30 to +500 °C		
	1st temperature setting	2,100.00
	per additional temperature setting	550.00
PRESSURE		
Current to Pressure (I/P) Transducer		1,400.00
Pressure to Current (P/I) Transducer		1,400.00
Differential Transmitter (D/P Cell)		
	Electronic	1,400.00
	Pneumatic	1,300.00
Pressure Gauge		
	Pneumatic, industrial grade	900.00
	Hydraulic, industrial grade	900.00
Test Gauge		
	Pneumatic	2,300.00
	Hydraulic	2,300.00
Pneumatic Deadweight Pressure Tester		2,950.00
Measurement of Piston Diameter		700.00
Weighing of Deadweight (per piece)		250.00
Hydraulic Deadweight Pressure Tester		2,850.00
FORCE		
Electronic Balance		
	500 g capacity and below	1,350.00
	above 500 g capacity up to 100 kg	1,550.00
Gram Gauge		900.00
Push-Pull Gauge up to 100 kg		1,100.00
Rockwell Hardness Tester (per scale)		2,350.00
UTM		
	for one range	3,700.00
	for additional ranges	1,545.00
Torque Wrench		
	single direction	1,300.00
	dual direction	1,950.00
DIMENSIONAL MEASUREMENT		
Dimensional Inspection (per sample)		
	Roundness Measurement	500.00
	Surface Roughness Assessment	500.00
	Straightness Measurement	500.00
	Radius Gauge	500.00
	Impact Specimen	500.00



	G.I. Pipes	500.00
	Machine Components/Equipment	
	Parts/Instruments not included in the list	500.00
	Roundness Measurement	800.00
	(conventional method)	
	Pneumatic Pressure Calibrator	
	0 to 40 bar (1st range)	2,300.00
	per succeeding range	1,300.00
	Pneumatic Controller	1,000.00
	Pneumatic Indicator	900.00
	Pneumatic Recorder	1,000.00
	Pneumatic Pressure Switch	900.00
	Pressure Measuring Instrument	
	(Barometer, Barograph, Electronics)	
	(reg. 6 test points)	
	700hPa – 1040hPa	700.00
	per succeeding test points	250.00
	Mercurial Barometer (reg. 6 test points)	
	700hPa – 1040 hPa	850.00
	per succeeding test points	300.00
	Torque Meter	
	single direction	1,950.00
	dual direction	3,250.00
	Triple Beam Balance	1,140.00
	Non-Automatic Weighing Instruments	
	Electronic Type 0-100 kg	1,550.00
	Performance Testing	
	Mechanical Type (up to 1 ton)	1,550.00
	Electronic Type	
	up to 1 ton	1,550.00
	additional fee in excess ton	70.00
	Straightness Measurement	750.00
	(conventional method)	
	Dimensional Measurement using	
	LASER per sample	
	0-300 mm range	2,150.00
	Dimensional Measurement using	
	CMM per hour.	500.00
	Conventional measurement using	
	V. caliper, Dial Gauge,	
	O. micrometer, etc.	500.00
	LENGTH	
	Vernier Caliper	
	0 - 150 mm range	850.00
	0 - 250 mm range	1,225.00



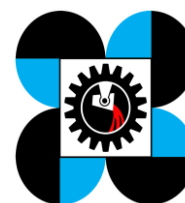
	above 150 - 200 mm range	950.00
	above 200 - 300 mm range	1,225.00
	above 300 - 600 mm range	1,300.00
	above 600 - 1000 mm range	1,300.00
External Micrometer		
	0 - 25 mm range	700.00
	above 25 - 100 mm range	800.00
	above 100 - 150 mm range	1,000.00
	above 150 - 200 mm range	1,250.00
	above 200 - 250 mm range	1,600.00
	above 250 - 300 mm range	1,800.00
Setting Rod calibration per piece		550.00
Tubular Micrometer calibration for		
	Micrometer head only	1,500.00
Depth Micrometer		750.00
Feeler Gauge per leaf		300.00
Combination Set		
	Centering Head	700.00
	Protractor Head	1,000.00
	Square Head	1,000.00
	Steel Rule	650.00
Dial Gauge, Dial Thickness Gauge		
	and Dial Test Indicators using	
	calibration tester	
	0-20.0 mm range	850.00
Dial/Thickness Gauge with		
	Non-Removable Handle	
	0-50 mm range	1,650.00
Height Master, 0-310mm, per column		2,700.00
Vernier and Digimatic Height Gauge		
	0 - 600 mm range	1,000.00
Gauge Block		
	Grade 0 (per piece)	700.00
	Grade 1 (per piece)	550.00
	Grade 2 (per piece)	360.00
	Deburring (per piece)	150.00
Rectangular Gauge Block		
	Grade 0 (Steel)	1,160.00
	Grade 1 (Steel)	1,030.00
	Grade 2 (Steel)	1,030.00
Fixed Gauge (Plug/Go-No Go) per side		850.00
Pin Gauge (per piece)		300.00
Toolmakers Microscope		2,800.00
Optical Projector		2,800.00
Mu-Checker (for one range)		1,800.00



	per additional setting range	850.00
Calibration Tester		2,300.00
Caliper Checker - 600 mm and below		2,900.00
Precision Check Master		
	600 mm and below	3,300.00
Precision Straight Edge		
	1000 mm and below	1,500.00
Granite Surface Plate		
	Diagonal Length in mm:	
	Over up to including 354mm	3,500.00
	354 mm to 566 mm	3,600.00
	566 mm to 891 mm	4,000.00
	891 mm to 1414 mm	4,300.00
	1414 mm to 2236 mm	4,500.00
	2236 mm to 2968 mm	4,700.00
Dial Caliper Gauges		1,400.00
Machine Tools: (using LASER)		
	Linear Positioning Error	
	per axis/meter	3,600.00
	Straightness Error per axis/meter	3,600.00
	Squareness per axis/meter	7,200.00
Steel Rule		
	0-300 mm	500.00
	above 300-600 mm	650.00
	above 600-1000 mm	900.00
	above 1000-1500 mm	900.00
	above 1500-2000 mm	900.00
Steel Rule (using LASER)		
	0-1000 mm range	1,100.00
	above 1000 – 1500 mm range	2,150.00
	above 1500 – 2000 mm range	2,800.00
Glass Scale		
	0-100 mm, max. 10 points	600.00
	0-200 mm, max. 10 points	800.00
	0-300 mm, max. 10 points	900.00
	0-400 mm, max. 10 points	900.00
Dimensional Measurement using		
	LASER per sample	
	0-300 mm range	2,150.00
Dimensional Measurement using		
	CMM per hour.	500.00
Conventional Measurement		500.00
Coordinate Measuring Machine		
	Linear Error/Axis	4,300.00
	Straightness of axis	4,300.00

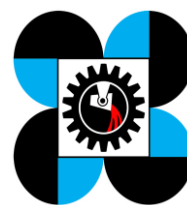


	Squareness of axis	4,300.00
Precision Square		
	200 x 300 mm and smaller	1,550.00
Precision Square Master (using LASER)		2,900.00
Bevel Protractor		1,350.00
Precision Level per scale		1,200.00
Rockwell Hardness Tester (per scale)		2,350.00
UTM		
	for one range	3,700.00
	for additional ranges	1,545.00
Bore Gauge – 300 mm and below		1,900.00
Microindicators		1,650.00
Vernier Depth Gauge		1,200.00
Ball Bar Testing		2,500.00
Digimatic Indicator		1,650.00
Comparison of LASER using:		
	UMM for x-axis only (combined)	3,900.00
	Precision Square Master	4,900.00
MASSES		
NAWI, Electronic Type Only		
	(On-site Calibration)	
	up to 2kg	
	(using OIML Class E2)	2,000.00
	up to 60 kg	
	(using OIML Class F1)	1,530.00
	up to 200kg	
	(using OIML Class F2)	1,530.00
	up to 300kg	
	(using OIML Class M1)	1,530.00
Snap Gauge/Snap Meter, 0-25mm		
	0 – 25 mm	1,700.00
	25 – 100mm	2,100.00
Carpenter Square		
	Squareness	1,500.00
	Linear Scale per leg	800.00
De-burring of other Small Tools		750.00
Caliper Type Inside Micrometer		1,650.00
Depth Micrometer		700.00
Tape Measure		
	up to 10m	700.00
	additional fee per meter	70.00
Digital Thickness Gauge		
	(Non-removable)	1,650.00
Dial Gauges (>20mm)		1,650.00
NAWI, Electronic & Mechanical Types		



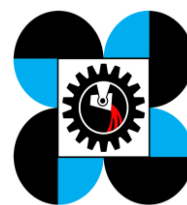
	(Base Laboratory or On-site Calibration)	
	High Accuracy II	
	(using OIML Class F2)	1,200.00
	Medium Accuracy II & Ordinary III	
	(using OIML Class M1 and	
	substitution material)	1,080.00
	Add'l fee for every ton thereafter	
	in excess of 1 ton	
In-Plant Charge		
Within Metro Manila Php 2,000.00		Php 2,000.00 per Team
Outside Metro Manila Php 3,000.00		Php 3,000.00 per Team

Job Releasing, Claiming of Certificate and Test Samples or Instrument				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company ID for client's employee, or Original copy of Authorization Letter if client's representative			Company stated in the TSR	
Technical Service Request (TSR) stamped "PAID" by MIRDC Cashier			Issued by the Laboratories upon acceptance of test jobs	
Official Receipt and Invoice, if any			MIRDC-Cashier	
Property Exit Slip			ATD-DHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer presents the TSR to the ATD-DHO staff	1.17 Evaluate TSR 1.2 Advise customer to settle balance, if any.	none	5 minutes	Production Planning Control Officer 1, ATD- Division Head Office or Administrative Assistant 1, ATD-Division Head Office or
2. Present TSR with Official Receipt and Invoice, if any	2. Advise customer to sign the Pink Copy of Test/ Calibration Certificates	none	5 minutes	



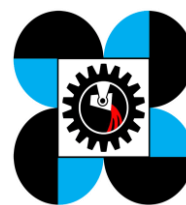
3. Sign the Pink Copy of the Certificates	3.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	<i>Administrative Assistant 1, ATD- Division Head Office or Authorized Contract of Service Personnel, ATD- Division Head Office</i>
	3.2 ATD -DHO staff calls the assigned laboratory personnel to bring the samples/ instruments at the ATD-DHO for releasing	None	15 minutes	
4. Sign Property Exit Slip	4. Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test/calibration certificates and property exit slip	none	5 minutes	
	TOTAL		45 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For clients with payment balance	Client will have to proceed to Cashier's Office to pay the remaining balance and have their TSR stamped "paid" with a notation paid in full	Cashier's Office	Processing of payment will entail 10 minutes.



FINANCE AND ADMINISTRATIVE DIVISION

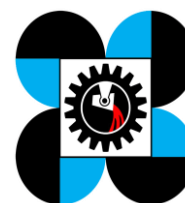
External Services



1. Cashiering

Collection of fees for MIRDC Services

Division:	Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Payment in cash or in check		Customer
Billing documents, such as Invoice or Statement of Account, if Customer requested for its issuance from MIRDC		MIRDC Accounting Unit
For clients availing of testing and calibration services		
Technical Service Request (testing & calibration)		ATD Laboratories
For clients availing of training services		
Registration Form (seminars)		Industrial Training Section
For clients availing the machining, metalworking, metalcasting, heat treatment and technical drawing services		
Delivery Receipt		Technical Service Solutions
For clients requesting the use of the Center's Facility		
Facility Use Request Form		From facility coordinator
For bidders		
Information Sheet (Bid Documents)		BAC Secretariat
For clients who would like to photocopy a document		
Photocopy Request Form		Technology Information and Promotion Section (TIPS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. ATD Laboratories (OneLab)/ TSS				
1. Present copy of Requirements to Cashier's Office "Order of Payment" window.	<p>1.1 Receive and review documents presented. As needed, ask the customer to receive invoice/SOA</p> <p>1.2 Create Order of Payment (O.P.).</p> <p>For Onelab transaction, create O.P. through ULIMS.</p> <p>For TSS transaction, create manually;</p> <p>1.3 Reflect invoice details or application of deposit if there is any;</p> <p>1.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	none	5 minutes	<p><i>Administrative Officer IV, Financial Management Section</i> or <i>Administrative Assistant II, Financial Management Section</i> or <i>Administrative Officer V, Financial Management Section</i></p>



2. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of TSR/ Delivery Receipt and other billing documents	<p>2.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p><i>If OneLab transaction, create OP through ULIMS.</i></p>	As stated in the Order of Payment	5 minutes	<p><i>Administrative Officer V, Administrative and General Services Section or Administrative Officer II, Administrative and General Services Section</i></p>
	<p><i>If TSS transaction, create OP manually. Indicate details e.g., TIN, address, business style, if required by customer.</i></p> <p><i>If payment is in the form of check, review the check as to amount, date and signatory.</i></p> <p>2.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>2.3 Release Official Receipt and all billing documents except accounting copy.</p>			<p><i>Administrative Officer V, Administrative and General Services Section or Administrative Officer II, Administrative and General Services Section</i></p>
		Total	10 minutes	

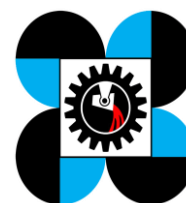


B. Seminar/ Training (ITS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of Registration Form and other billing documents if applicable, e.g. Invoice, S/A, to Cashier's Office "Order of Payment" window.	1.1 Receive and review documents presented. If needed, ask the customer to receive invoice/SOA. 1.2 Create Order of Payment (O.P.) manually. 1.3 Reflect on the Invoice/SOA details or application of deposit if there is any; 1.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.)		5 minutes	<i>Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section Or Administrative Officer V, Financial Management Section</i>
2. Pay the required fee and Receive Official Receipt, Registration Form and other billing documents Note: In case of various checks for various companies/participants, ITS staff shall gather checks	2.1 Receive Order of Payment, Registration Form and other billing documents. Prepare Official Receipt based on Order of Payment. Indicate details e.g. TIN, address, business style, if required by customer.	As indicated in the Order of Payment	5 minutes	<i>Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section</i>



altogether and its corresponding RFs and forward to Cashier's Office for processing of OP and issuance of OR on the same day.	<p>2.2 Accept payment and stamp "PAID" all documents.</p> <p>2.3 Release Official Receipt, Registration Form, and other billing documents</p>			
		Total	10 minutes	

C. Other Transactions (Use of Facilities/Dormitory, Bid Documents, Photocopy, Assn. Dues, Contractor's Utility Dues, etc.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of billing documents eg. Facility Use Request, Bid Docs. Info Sheet, Photocopy Request, SOA, Billing Statement, etc. to Cashier's Office "Order of Payment" window.	<p>1.1 Receive and review document/s presented;</p> <p>1.2 1.2 Create Order of Payment (O.P.) manually;</p> <p>1.3 Reflect SOA details if there is any;</p> <p>1.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	<i>none</i>	5 minutes	<p><i>Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section or Administrative Officer V, Financial Management Section</i></p>

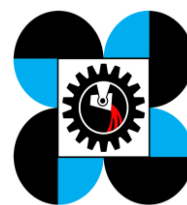


2.1 Pay the required amount and receive the Official Receipt and billing document.	<p>2.1 Receive Order of Payment and other billing documents</p> <p>2.2 Prepare Official Receipt based on the Order of Payment, reflecting other details as required by the customer.</p> <p>2.3 Accept payment.</p> <p>2.4 Stamp "PAID" on all billing documents and release O.R.</p>	<i>As stated in the order of payment</i>	5 minutes	<p>Administrative Officer V Administrative and General Services Section</p> <p>or</p> <p>Administrative Officer II , Administrative and General Services Section</p>
		TOTAL	10 minutes	

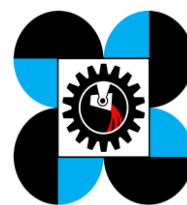
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If TSR/DR has billing discrepancies	Call the attention of the ATD/TSS-DHO staff for checking of billing and wait for the correct & final billing.	Lab./Shop/DHO	
If TSR's Co. name or quoted price did not match w/ the Oneshop/ULIMS' entry	Inform ATD/TSS-DHO staff to reconcile entries w/ concerned laboratory/shop.	Lab./Shop/DHO	
If a client with a series of job orders requested for separate issuance of OP/OR	Job Orders are entered individually to generate OP separately	Cashier's Office	
If a client is paying Onelab and non-onelab transactions w/ 1 check as a form of payment.	Create Order of Payment manually	Cashier's Office	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If a client has entered 10-30 transactions/ JO	Input J.O. one by one per transaction	Cashier' Office	
If a client will pay for various job orders i.e. TSS sple. prep., mechanical, corrosion, chemical & metals ID.	This will take time in the preparation of OP depending on the kind of payment: various checks, one (1) check, partial payment only, etc.	Cashier's Office	
If a TSR is with application of deposit; or payment is from another JO; or the JO is cancelled	Wait for DHO's advice, confirmation of which deposit to apply, or what payment will be applied. A memorandum for adjustment to follow (for CM/DM)	ATD-DHO Office & Cashier's Office	
If the Customer's payment as reflected in the check is different from the quoted billing	Explain to customer the details of his/her payment. If there is excess, amount will be recorded as deposit for future job. If the amount of check is not sufficient, settle the remaining in cash or leave an item or two corresponding to the unsettled amount.	Cashier's Office	
If the TSR is paid through LDDAP	Verify LDDAP-ADA first before the issuance of the Order of Payment	Cashier's Office	
If the ULIMS/Internet has problems	Inform the MIS Unit for trouble shooting	MIS & Cashier's	
If the 30% deposit for each JO various PRS J.O. will be applied.	First, check the billing i.e. computation & mode of delivery per J.O. whether partial or complete. Second, apply the d/p per J.O. If partial, apply 30% of down payment; if complete, apply all the remaining d/p. Third, if check payment, check the details of the check and ensure that the amount is correct.	Cashier's Office	

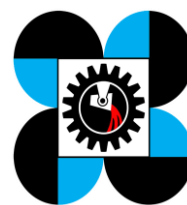


SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Acknowledgment Receipt deposits will be applied to various PDS J.O.	When PDS job is complete, deposit per A/R may be applied. The client has to return the original A/R slip to retrieve such deposit and will be asked to receive/sign accordingly on the same slip.	Cashier's Office	



FINANCE AND ADMINISTRATIVE DIVISION

Internal Services



1. General Services

Provide general services such as but not limited to carpentry, plumbing, electrical, telephone line and air-conditioning unit repairs.

Division:	Finance and Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC Employees / Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Maintenance			General Maintenance Unit (GMU)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Request for Maintenance form (GMU 001)	1.1 Receive report / request	none	3 minutes	<i>Engineer III, GMU</i>
	1.2 Determine type / classification of request (carpentry, plumbing, electrical, ACU, telephone line, etc.) and identify person responsible	none	5 minutes	<i>Engineer III, GMU</i>
	1.3 Prepare and generate Work Order through the Computerized Maintenance Management System (CMMS)	none	30 minutes	<i>Administrative Aide VI, GMU</i>
	1.4 Facilitate signature of authorized signatories Computerized Maintenance Management System (CMMS)	none		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Issue Work Order to person responsible	None	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.6 Conduct initial assessment of the work requested and, if repairable, determine materials needed. If not repairable, inform requester.	None	30 minutes	<i>Engineer III, GMU</i>
	1.7 Check availability of materials needed for the work requested. If materials are not available, inform requesting party to prepare Purchase Request	None	15 minutes	<i>Engineer III, GMU</i>
2. Inform delivery of materials needed	2.1 Receive and check appropriateness and/or completeness of materials	None	15 minutes	<i>Engineer III, GMU</i>
	2.2 Execute work request	None	Time will depend on the type and scope of work	<i>Engineer III, GMU</i>
	2.3 Once work is completed, indicate work details done in the Work Order and forward the same to requesting party for signature	None	10 minutes	<i>Engineer III, GMU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Acknowledge the work done by signing at the “conforme” portion of the Work Order and submit the same to the GMU	1.8 Received the acknowledged Work Order and record details in the CMMS	None	20 minutes	<i>Administrative. Aide VI, GMU</i>
	TOTAL		2 hours 14 minutes (excluding the execution of work requested)	

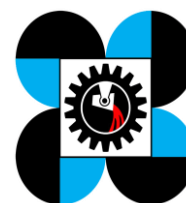
2. Transportation Services

Deliver passenger to destinations.

Office or Division:	Finance and Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC Employees / Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Request for Vehicle (GMU 002)			General Maintenance Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Request for Vehicle	1.1 Receive and check completeness of the travel data	none	10 minutes	<i>Administrative Aide VI, GMU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Determine destination and availability of vehicle and driver	None	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.3 Fill-up and Approved trip ticket form	none	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.4 Assign and instruct driver for schedule of travel	None	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.5 Fill-out Request for Fuel (GMU 017) and submit to Head of GMU for the release of payment for fuel	None	3 minutes	<i>Driver, GMU</i>
	1.6 Refuel at the accredited gasoline station along the way to destination			
	1.7 Provide transportation services to the requesting party	None	Time will depend on the destination	<i>Driver, GMU</i>
	1.8 Fill-out Trip Ticket form (GMU 003) for signature of passenger/s			
2. Sign Trip Ticket Form	2. File Trip Ticket	None	5 minutes	<i>Driver, GMU</i>
	TOTAL		33 minutes (excluding travel time)	



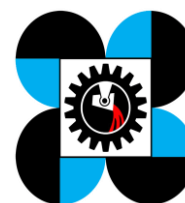
3. Purchasing of Supplies and Materials

Procurement of requested supplies and materials including equipment using alternative mode of procurement

Office or Division:	Finance and Administrative Division			
Classification:	Simple and Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC Employees / Personnel including project personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Requisition of Items				
Approved PPMP uploaded to the Property Monitoring System (PPMS)			End-user	
Approved Purchase Request (PR)			End-user	
For purchasing of Items				
Signed Abstract of Canvass (AOC)			Supply Management Unit (SMU)	
For Acceptance and Payment				
Signed Disbursement Voucher (DV) Signed Inspection and Acceptance Report (IAR) Signed Requisition and Issue Slip (RIS) Property Acknowledgment Receipt (PAR)/ Inventory Custodian Slip (ICS), if applicable			Property Management Unit (PMU)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Locally available items				
1. Prepare the Purchase Request and submit the approved PR to FAD-AGSS-GMU	1.1 Receive approved PR	None	2 minutes	Administrative Officer (AO) 1, SMU
	1.2 Assign PR designated buyer	None	5 minutes	Administrative Officer V, SMU
	1.3 Check required specification of each item in the PR	None	5 minutes	Administrative Officer III / Administrative Officer V, SMU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Assign control number, record in the logbook, and enter control number in the PPMS	None	3 minutes	<i>Administrative Officer 1, SMU</i>
	1.5 Prepare and send request of quotation to potential suppliers	None	10 minutes	<i>Administrative Officer III / Administrative Officer V, buyers, SMU</i>
	1.6 Gather required number of quotation and prepare AOC	None	3 days	<i>Administrative Officer III / Administrative Officer V, Buyer, SMU</i>
	1.7 Check AOC	None	2 minutes	<i>Administrative Officer V, SMU</i>
	1.8 Forward AOC to end-user for evaluation	None	5 minutes	<i>Administrative Officer III / Administrative Officer V, Buyer, SMU</i>
2. Select offer preference and sign AOC then return AOC to SMU	2.1 Receive AOC	None	2 minutes	<i>Administrative Officer 1, SMU</i>
	2.2 Route AOC to Bid and Awards Committee (BAC) members for signature	None	2 days	<i>Administrative Officer 1, SMU</i>
	2.3 Prepare Purchase Order (PO) and assign PO number	None	15 minutes	<i>Administrative Officer 1, SMU</i>



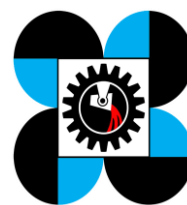
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Forward PO to Financial Management Section (FMS) for signature of signing authorities as to funds availability and approval of purchase	None	10 minutes	<i>Administrative Officer 1, SMU</i>
	2.5 Receive approved PO and forward to designated buyer	None	5 minutes	<i>Administrative Officer 1, SMU</i>
	2.6 Send approved PO to supplier	None	10 minutes	<i>Administrative Officer III/ Administrative Officer V, Buyer, SMU</i>
	2.7 Gather supplier's conforme to the order/s and forward PO to PMU	None	5 minutes	<i>Administrative Officer III/ Administrative Officer V, Buyer, PMU</i>
	2.8 Receive PO and monitor delivery of order/s	None	5 minutes	<i>Administrative Officer III/ Administrative Officer V, Buyer, PMU</i>
	2.9 Receive and inspect deliveries	None	30 minutes	<i>Administrative Officer 1/ Administrative Officer III /Administrative Officer V, PMU</i>



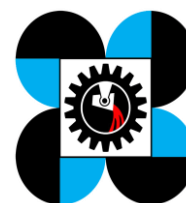
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.10 Prepare IAR, DV, and RIS <i>When applicable, prepare also Property Acknowledgment Receipt (PAR)/ Inventory Custodian Slip (ICS)</i>		50 minutes	Administrative Officer 1/ Administrative Officer III /Administrative Officer V, PMU
	2.11 Facilitate the signing of DV, IAR and IRS by the end-user		30 minutes	Administrative Officer 1, PMU
3. Return the signed DV, IAR and IRS to PMU	3.1 Forward documents to FMS for processing of payment		3 minutes	Administrative Officer 1/ Administrative Officer V, PMU
	TOTAL		5 days, 3 hours and 20 minutes	

- Process covered by RA 9184

SITUATION	ACTION	LOCATION	REMARKS
Canvass is dependent on supplier's response	Follow up on request for quotation from supplier, or look for other suppliers	SMU	Canvassing will take longer



SITUATION	ACTION	LOCATION	REMARKS
If cost of item is more than P50,000	Post PR at Philgeps, MIRD website and at conspicuous places at MIRDC for 3 days	SMU	Requirement under RA 9184
If mode of procurement is shopping and submitted quotations are less than three	Repost for another 3 days until there are at least 3 quotations obtained	SMU	Requirement under RA 9184
The response of the Supplier to confirm delivery of items may take time.	Consistent follow up	SMU	



4. Recruitment, Selection and Placement

Screening and selection of applicants to fill in the vacant position.

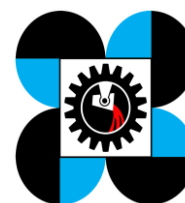
Office or Division:	Finance and Administrative Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	End-user of the vacant position			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
If end-user				
Request for Employee (RFE) signed by the Executive Director			Personnel Administrative Unit (PAU), Administrative and General Services Section (AGSS)	
If recruit is the qualified next-in-rank employees				
Updated Personal Data Sheet			Internal applicant	
If the recruit is a disinterested qualified next-in-rank employees				
Filled-out waiver of disinterest			FAD-AGSS, PAU	
If recruit has undergone the process of selection				
Completed Interview Sheet Completed Potential Assessment Form Instrumentation for Evaluation for Personal Qualities and Attributes Form List of Peers/Subordinates for Personality Traits Evaluation			End-user/immediate supervisor of applicants coming from other government office	
If applicant refuses to undergo the examination or withdrew their application				
Signed Waiver			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Positions below Salary Grade 22				
1. Submit duly approved RFE	1.1 Review appropriateness of the qualification stated in the RFE based on the CSC qualification standard	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>



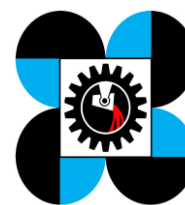
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2 Post vacant position not limited to:</p> <ul style="list-style-type: none"> a. CSC website b. MIRDC website c. MIRDC Bulletin Boards 	none	12 days	<p><i>Administrative Officer V, FAD-AGSS, PAU</i></p> <p><i>Administrative Aide VI/ III, CRO</i></p>
	<p>1.3 Receive and check the completeness, authenticity of documents submitted and qualifications of the applicant against the position applied for.</p>	none	10 minutes	<p><i>Administrative Officer V, FAD-AGSS, PAU</i></p> <p><i>Administrative Officer IV, FAD-AGSS, PAU</i></p> <p><i>Administrative Assistant III, FAD-AGSS, PAU</i></p> <p><i>Administrative Officer II, FAD-CRO</i></p> <p><i>Authorized Contract of Service Personnel, FAD-AGSS</i></p>
	<p>1.4 Arrange schedule of applicant's interview</p>	none	1 hour	<p><i>Administrative Officer V, FAD-AGSS, PAU</i></p> <p><i>Authorized Contract of Service Personnel, FAD-AGSS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Forward applicant documents to end-user for initial screening	none	4 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	1.6 Facilitate interview with all interviewers and applicants	none	14 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
2. Submit List of Peers/Subordinates for Personality Traits Evaluation of internal applicants	2.1 Receive list and release Instrumentation for Evaluation for Personal Qualities and Attributes forms to targeted respondents 2.2 Retrieve forms and summarize scores	none	3 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
3. Submit completed Interview Sheet, Potential Interview Form and together with applicants documents	3.1 Receive and check completeness of potential ratings 3.2 Conduct examinations to applicants 3.3 Conduct background investigation of applicants	none none none	5 minutes 6 hours 4 days	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Authorized Contract of Service Personnel, FAD-AGSS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Arrange schedule of Personnel Selection Board (PSB) deliberation, and prepare and disseminate notice of meeting	none	3 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Authorized Contract of Service Personnel, FAD-AGSS/ Administrative Aide III, CRO</i>
	3.5 Consolidate, summarize and prepare deliberation documents	none	2 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.6 Facilitate the conduct of deliberation process	none	4 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.7 Prepare PSB Resolution	none	1 hour	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.8 Route PSB resolution for signature of PSB members	none	7 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.9 Forward signed PSB Resolution to Executive Director for selection and approval of appointee	none	2 days	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Executive Director, MIRD</i>



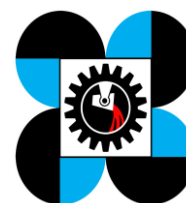
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.10 Prepare letter to applicants on the result of application for signing of PSB Chairperson	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.11 Release signed letter to applicants	none	3 days	<i>Administrative Aide III, CRO</i>
	3.12 Inform selected applicants on the pre-appointment requirements	none	20 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.13 Check the completeness of requirements submitted by	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.14 selected applicants			
	3.15 Prepare the following: a. Appointment paper b. Position Description Form	none	5 minutes 1 day	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.16 Facilitate the signing of appointment by the highest HOURM Officer, the PSB Chair and the Executive Director	none	3 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.17 Issue Appointment to new appointee and ask date of assumption	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.18 Prepare and post a notice announcing the appointment of the newly hired/promoted employee	none	20 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Aide III, CRO</i>
	3.19 Prepare memorandum on the assumption of new appointee and schedule Oath taking	none	15 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.20 Facilitate the Oath taking	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.21 Coordinate onboarding/ orientation of new appointee	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.22 Facilitate the conduct of onboarding/ orientation	none	2 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	TOTAL		2 months 7 days and 4 hours	



For Positions above Salary Grade 22				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly approved RFE	1.1 Review appropriateness of the qualification stated in the RFE based on the CSC qualification standard	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	1.2 Post vacant position not limited to: a. CSC website b. MIRDC website c. MIRDC Bulletin Boards	none	12 days	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Aide VI/ III, CRO</i>
	1.3 Receive and check the completeness, authenticity of documents submitted and qualifications of the applicant against the position applied for.	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Officer IV, FAD-AGSS, PAU</i> <i>Administrative Assistant III, FAD-AGSS, PAU</i> <i>Administrative Officer II, FAD-CRO</i> <i>Authorized Contract of Service Personnel, FAD-AGSS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Arrange schedule of applicants interview	none	1 hour	<i>Administrative Officer V, FAD-AGSS, PAU</i> or <i>Authorized Contract of Service Personnel, FAD-AGSS</i>
	1.5 Forward applicant documents to end-user for initial screening	none	4 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	1.6 Facilitate individual and panel interviews with all interviewers and applicants	none	14 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
2. Submit List of Peers/Subordinates for Personality Traits Evaluation of internal applicants	2.1 Receive list and release Instrumentation for Evaluation for Personal Qualities and Attributes forms to targeted respondents 2.2 Retrieve forms and summarize scores	none	3 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
3. Submit completed Interview Sheet, Potential Interview Form and together with applicants documents	3.1 Receive and check completeness of potential ratings and Personality Evaluation	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.1 Schedule and inform applicants for examinations to be conducted by external provider	none	2 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Conduct background investigation of applicants	none	4 days	<i>Administrative Officer V, FAD-AGSS, PAU or Authorized Contract of Service Personnel, FAD-AGSS</i>
	3.3 Arrange schedule of Personnel Selection Board (PSB) deliberation, prepare and disseminate notice of meeting	none	3 hours	<i>Administrative Officer V, FAD-AGSS, PAU or Authorized Contract of Service Personnel, FAD-AGSS / or Administrative Aide III, CRO</i>
	3.4 Consolidate, summarize and prepare deliberation documents	none	2 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.5 Facilitate the conduct of deliberation process	none	4 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.6 Prepare PSB Resolution	none	1 hour	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.7 Route PSB resolution for signature of PSB members	none	7 days	<i>Administrative Officer V, FAD-AGSS, PAU Authorized Contract of Service Personnel, FAD-AGSS</i>

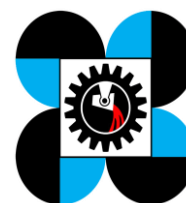


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.8 Forward signed PSB Resolution to Executive Director for selection and approval of appointee	none	2 days	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Executive Director, MIRDC</i>
	3.9 Prepare letter to applicants on the result of application for signing of PSB Chairperson	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.10 Release signed letter to applicants	none	3 days	<i>Administrative Aide III, CRO</i>
	3.11 Inform selected applicants on the pre-appointment requirements	none	20 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.12 Check the completeness of requirements submitted by selected applicants	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.13 Prepare the following: a. Appointment paper b. Position Description Form	none	5 minutes 1 day	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.14 Facilitate the signing of appointment by the highest HOURM Officer, the PSB Chair and the Executive Director	none	3 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>

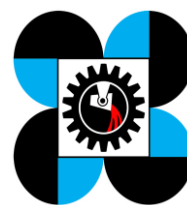


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.15 Issue Appointment to new appointee and ask date of assumption	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.16 Prepare and post a notice announcing the appointment of the newly hired/promoted employee	none	20 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Administrative Aide III, CRO</i>
	3.17 Prepare memorandum on the assumption of new appointee and schedule Oath taking	none	15 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.18 Facilitate the Oath taking	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.19 Coordinate onboarding/ orientation of new appointee	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.20 Facilitate the conduct of onboarding/ orientation	none	2 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	TOTAL	none	2 months 7 days and 4 hours	

**Prescribed period for the publication and posting of vacancies are covered under 2017 Omnibus Rules of Appointment and Other Human Resource Actions (ORAOHOURA) and RA 7041.*

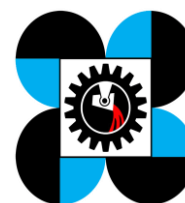


SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If there were no applicants or the Executive Director/End-User requested for more applicants	Repost vacancies for additional applicants and accept additional applicants	FAD-AGSS, PAU	The 12 days posting will still have to be complied
If the interviewer becomes unavailable to interview the applicant on the scheduled date of interview	Re-schedule the interview	FAD-AGSS, PAU	Subject to availability of the interviewer and the interviewee
If the members of the PSB are on official business or is unable to sign the PSB Resolution for one reason or another.	The Resolution is endorsed to the other members of the PSB until all the members have signed the Resolution.		The Resolution will be put on hold until all the members have signed the document



MATERIALS AND PROCESS RESEARCH DIVISION

External Services



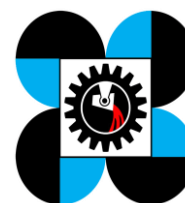
I. Materials Research Section - Contract Research/Joint Research

This service is offered to conduct research and development in partnership with the private/government firms with the aim to improve their products and processes.

Division:	Materials and Process Research Division			
Classification:	Complex or Highly Technical depending on the approved project proposal			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Client		
1. Concept / Drawing / Design		Client		
2. Sample Product/ Material		Client		
4. Official Receipt		FAD-Cashier		
5. Contract Research/MOA		Executed after the parties have come to an agreement		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MPRD-DHO	1.1 Attend to customer inquiry	None	1 hour	Chief, MPRD
	1.2 Request the customer to fill out Assistance Request Form (ARF)		5 minutes	Admin Assistant III/ Prospective MPRD Researcher
	1.3 Review whether the inquiry is a contract/joint research for MPRD and assign to researcher, otherwise, refer inquiry to suitable division		10 minutes	Chief, MPRD, together with the prospective MPRD Researcher
	1.4 Request the customer to submit Letter of Intent		1 minute	Chief, MPRD, together with the prospective MPRD researcher



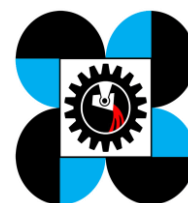
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Letter of Intent	2.1 Receive Letter of Intent	None	5 minutes	MPRD-DHO receiving personnel
	2.2 Assign and discuss with MPRD researcher		15 minutes	Chief, MPRD, together with the concerned Supervising SRS and assigned MPRD Researcher
3. Draft and submit proposal. Revise, if needed.	3.1 Identify and discuss with the client the requirements, needs and responsibilities of the concerned parties for the contract research	None	10 days	Assigned MPRD Researcher
	3.2 Hand in hand with the client, draft the proposal		5 days	Assigned MPRD Researcher
	3.3 Present proposal to R&D Committee for review and approval		1 day	Chief, MPRD and Assigned MPRD Researcher
	3.4 Inform client of the comments. Jointly, revise the proposal if needed.		2 days	Assigned MPRD Researcher



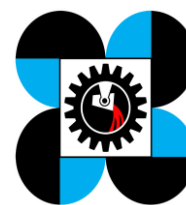
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Once the proposal is approved, draft and send copy of the Memorandum of Agreement (MOA) to Customer for comments and to MIRDC-Legal		2 days	Assigned MPRD Researcher
4. Review Memorandum of Agreement (MOA) and provide feedback	4.1 Review feedback and amend MOA as needed 4.2 Prepare 5 copies of revised MOA and send back to client for signing	None	1 day 2 days	Assigned MPRD researcher Assigned MPRD Researcher
5. Sign the Contract Research/Memorandum of Agreement (MOA), if agreeable to the terms, and submit signed copy to researcher	5.1 Receive the MOA and route for internal signatures 5.2 Return signed copy of the Contract/MOA to client for notarization	None	3 days 1 day	Assigned MPRD Researcher Assigned MPRD Researcher
6. Submit copy of the notarized MOA	6.1 Receive notarized MOA 6.2 Implement Research and Development project based on approved workplan / duration	None	5 minutes Depending on the agreed / required project scope and duration	MPRD-DHO, Assigned MPRD Researcher Assigned MPRD Researcher



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Accept/ receive R&D Project output/s and documents	7.1 Inform customer on the completion of the project 7.2 Turn-over /release the Research and Development Project Output/s. 7.3 Prepare and request the customer to sign the Property Entry/Exit Slip, Acknowledgement Receipt of Equipment, Certificate of Project Completion and/or Certificate of Acceptance, as applicable.	None	1 hour 1 hour 1 hour	Chief, MPRD Assigned MPRD Researcher
	Total		27 days 4 hours 41 minutes (not including actual implementation)	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If the inquiry in Agency Action 1.1 requires more than one engineering / science field	Meeting with experts/ researches may be required	MIRDC	Will take longer time depending on the assessments / arguments of experts/ researchers
If the R&D Committee has concerns / comments that need to be addressed in Agency Action 3.3	Coordinate with the client and inform them on the concerns / comments. Provide necessary actions to address the concerns / comments.	MIRDC	Will take longer time depending on the next schedule of review of the R&D Committee
Projects above Php 2M will be subject to approval of the MIRDC Governing Council (GC)	Project proposal will be included in the Agenda for the Meeting or subject to a referendum	Venue of GC Meeting	Process will take additional time

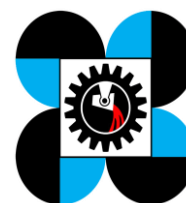


II. Physical Metallurgy Laboratory Testing Services

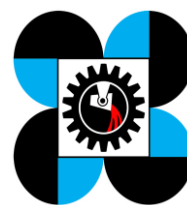
1. Physical Metallurgy Laboratory Testing Services - Energy Dispersive Spectroscopy (EDS)

It is an analytical technique used in conjunction with scanning electron microscopy (SEM) to determine which chemical elements are present in a sample and estimate their relative abundance.

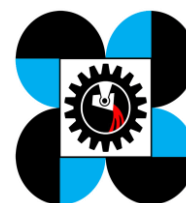
Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for testing (maximum of 4 inches in width, 3 inches in height) - Bigger/thicker samples may require additional cutting/sectioning process to fit in SEM - Smaller/thinner samples may require additional mounting process		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and mounting) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing



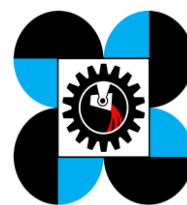
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional processes, if necessary 1.2 Label sample/s submitted and mark agreed orientation/test area 1.3 Generate Job Order (JO) in two (2) copies 1.4 Update Google Monitoring Sheet	None	10 minutes 10 minutes 5 minutes 3 minutes	<i>Senior Science Research Specialist,</i> Physical Metallurgy Laboratory or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and pay the required testing fees	4.1 Accept payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	P 2,000.00/ sample SEM Fees: Conductive Sample P2,000.00/ sample Non-conductive Sample P2,600.00/ sample	10 minutes	<i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division



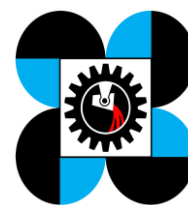
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
		Other Fees: Refer to Metallurgical Sample Preparation		
5. None	5.1 Conduct sample preparation (cutting, mounting), if necessary	None	1 day	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
	5.2 Conduct of SEM Viewing and EDS analysis		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.3 Encode/Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.4 Checking and signing of Test Certificate/s		1 day	<i>Supervising Science Research Specialist,</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist,</i> Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		4 days 2 hours 5 minutes	



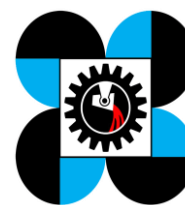
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



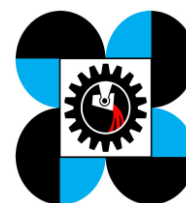
2. Physical Metallurgy Laboratory Testing Services - Failure investigation/Failure Analysis

It is a process of collecting information and data through different metallurgical, mechanical and chemical tests, and analyze these information and test results to determine the cause of failure.

Division:	Materials and Process Research Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for testing (fracture surface must be protected from further damage and contamination) -Needs sectioning for other tests		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and sample preparation) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 Applicable test results, depending on nature of failure, metal grade, size of sample, etc., 1.2.1 chemical analysis (OES, wet method, etc.) 1.2.2 positive material identification (PMI) using XRF analyzer 1.2.3 tensile test 1.2.4 hardness test 1.2.5 bend test 1.2.6 non-destructive tests (radiography, ultrasonic, magnetic particle, penetrant) 1.2.7 other tests not identified above but deemed necessary upon assessment		Chemical Laboratory, ATD, MIRDC or from any other chemical laboratory of choice Mechanical Testing Laboratory, ATD, MIRDC or from any other mechanical laboratory of choice Non-destructive Testing Laboratory, ATD, MIRDC or from any other non-destructive laboratory of choice



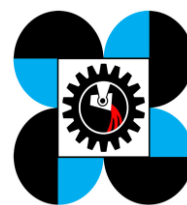
1.3 Relevant documents (incident report, photos on site of incident, materials specification and technical requirements, maintenance and inspection record, etc.)		Company/Industry requesting for testing (samples)		
1.4 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled		
2. Claiming of test certificates				
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)		
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)		
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing		
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional required tests not available in physical metallurgy laboratory	None	1 hour	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory</i>
	1.2 Label sample/s (preliminary) submitted and mark agreed orientation/test area		10 minutes	
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	



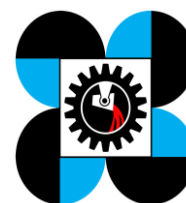
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	Failure Investigation P25,000.00/ case <u>Physical Metallurgy Test Fees (as deemed necessary)</u> Refer to Table of Fees below	10 minutes	<i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division
5. None	5.1 Conduct visual inspection 5.2 Thorough labeling/tagging of sample/s (if necessary, such as in wire ropes)	None	2 days 5 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.3 Conduct Preparation and Macroexamination		5 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.4 Conduct Selection, Preparation, and Microexamination		10 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.5 Conduct Selection, Preparation, Examination and Analysis on Metallographic Sections		3 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.6 Fracture determination or failure mode		2 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.7 Correlation of results with other submitted test results		1 day	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.8 Final analysis and conclusion		1 day	Senior Science Research Specialist Physical Metallurgy Laboratory

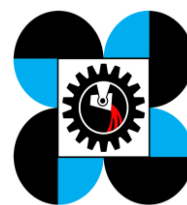


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.9 Encode/Print/Sign Test Certificate/s by Analyst and Technician		4 hours	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	5.10 Prepare Failure Analysis Report		5 days	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	5.11 Checking and signing of Test Certificate/s and Failure Analysis Report		1 day	<i>Supervising Science Research Specialist, Physical Metallurgy Laboratory and Chief, Science Research Specialist Physical Metallurgy Laboratory</i>
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	30 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		35 days 6 hours 15 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.



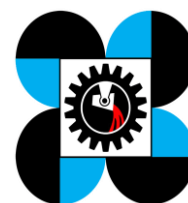
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
<p>Up to five (5) samples can be prepared (from grinding to etching) for one day.</p> <p>Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.</p>	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.

Table of Fees

Physical Metallurgy	Cost/sample
A. Metallography (inclusive of grinding, polishing, etching, one (1) high magnification photo and one (1) low magnification photo printed in test report)	
Plain Carbon Steel	1,600.00
Cast Iron	2,000.00
Aluminum/Aluminum Alloy	2,050.00
Copper/Copper Alloy	2,200.00
Thickness of Coating	2,200.00
Stainless Steel	2,250.00
High Alloy Steel	2,250.00
Boiler Tubes	2,500.00
Galvanized Sheet	2,500.00
Multi-layered Bearings	2,600.00
Weldments	3,500.00
Lead/Lead Alloy	3,800.00
B. Macroexamination	1,850.00
C. Photomicrography (per photograph)	80.00
D. Scanning Electron Microscopy	
Conductive Sample	2,000.00
Non-conductive Sample	2,600.00
E. Energy Dispersive Spectroscopy	2,000.00



F. Metal Classification/Certification	750.00
G. Fractographic Evaluation	7,000.00
H. Failure Investigation	25,000.00
I. Sample Preparation	
Cutting	140.00
Mounting	
Hot Mounting	80.00
Cold Mounting	360.00
Metallographic Grinding	400.00
Metallographic Polishing	350.00
Etching	120.00



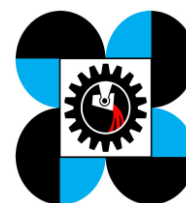
3. Physical Metallurgy Laboratory Testing Services - Fractographic Evaluation

It is a process of collecting information and data by observing the fracture surface of a fractured metal using visual, optical microscope, and electron microscope to determine mode of fracture.

Division:	Materials and Process Research Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for testing (fracture surface must be protected from further damage and contamination) -Needs sectioning for other tests		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and sample preparation) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 Applicable test results, depending on nature of failure, metal grade, size of sample, etc., 2.1.1 chemical analysis (OES, wet method, etc.) 2.1.2 positive material identification (PMI) using XRF analyzer 1.2.3 tensile test 1.2.4 hardness test 1.2.5 bend test 1.2.6 non-destructive tests (radiography, ultrasonic, magnetic particle, penetrant) 1.2.7 other tests not identified above but deemed necessary upon assessment		Chemical Laboratory, ATD, MIRDC or from any other chemical laboratory of choice Mechanical Testing Laboratory, ATD, MIRDC or from any other mechanical laboratory of choice Non-destructive Testing Laboratory, ATD, MIRDC or from any other non-destructive laboratory of choice



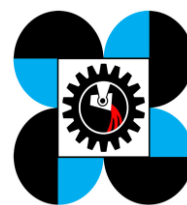
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.3 Relevant documents (incident report, photos on site of incident, materials specification and technical requirements, maintenance and inspection record, etc)			Company/Industry requesting for testing (samples)	
1.4 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID			School/University where the student is enrolled	
2. Claiming of test certificates				
2.1. (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Materials Research Section (MRS)	
2.2. (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for testing	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional required tests not available in physical metallurgy laboratory	None	1 hour	Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory
	1.2 Label sample/s (preliminary) submitted and mark agreed orientation/test area		10 minutes	Metals Technologist II Physical Metallurgy Laboratory



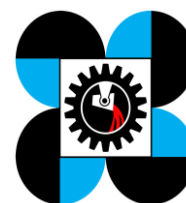
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Generate Job Order (JO) in two (2) copies 1.4 Update Google Monitoring Sheet		5 minutes 3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	Fractographic Evaluation PhP 7,000.00/ sample <u>Physical Metallurgy Test Fees (as deemed necessary)</u> Refer to Table of Fees below	10 minutes	<i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division



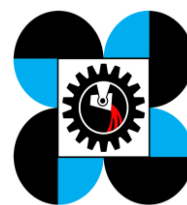
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS- ING TIME	PERSON RESPONSIBLE
5. None	5.1 Conduct visual inspection	None	2 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.2 Thorough labeling/tagging of sample/s (if necessary, such as in wire ropes)		5 days	or Metals Technologist IV Physical Metallurgy Laboratory
	5.3 Conduct Preparation and Macroexamination		5 days	or Metals Technologist II Physical Metallurgy Laboratory
	5.4 Conduct Selection, Preparation, and Microexamination		5 days	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.5 Fracture determination or failure mode		2 days	Senior Science Research Specialist Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.6 Correlation of results with other submitted test results		1 day	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.7 Final analysis and conclusion		1 day	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.8 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 day	Senior Science Research Specialist Physical Metallurgy Laboratory
	5.9 Checking and signing of Test Certificate/s and Failure Analysis Report		1 day	Supervising Science Research Specialist Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	15 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		23 days 2 hours	



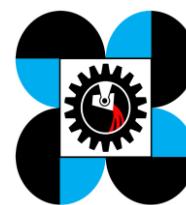
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.

Table of Fees

Physical Metallurgy	Cost/sample
A. Metallography (inclusive of grinding, polishing, etching, one (1) high magnification photo and one (1) low magnification photo printed in test report)	
Plain Carbon Steel	1,600.00
Cast Iron	2,000.00
Aluminum/Aluminum Alloy	2,050.00
Copper/Copper Alloy	2,200.00
Thickness of Coating	2,200.00
Stainless Steel	2,250.00
High Alloy Steel	2,250.00
Boiler Tubes	2,500.00
Galvanized Sheet	2,500.00



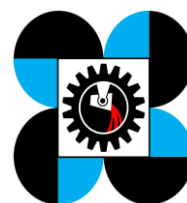
Multi-layered Bearings	2,600.00
Weldments	3,500.00
Lead/Lead Alloy	3,800.00
B. Macroexamination	1,850.00
C. Photomicrography (per photograph)	80.00
D. Scanning Electron Microscopy	
Conductive Sample	2,000.00
Non-conductive Sample	2,600.00
E. Energy Dispersive Spectroscopy	2,000.00
F. Metal Classification/Certification	750.00
G. Fractographic Evaluation	7,000.00
H. Failure Investigation	25,000.00
I. Sample Preparation	
Cutting	140.00
Mounting	
Hot Mounting	80.00
Cold Mounting	360.00
Metallographic Grinding	400.00
Metallographic Polishing	350.00
Etching	120.00



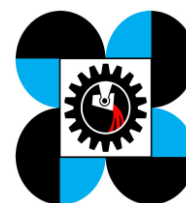
4. Physical Metallurgy Laboratory Testing Services - Macroexamination

It is a process of collecting information and data of a failed sample on a macro level by conducting visual inspection and use of stereomicroscope. Usually, this technique is a vital step in the failure analysis.

Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.2 Sample/s for testing (fracture surface must be protected from further damage and contamination) -Needs sectioning for other tests		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and sample preparation) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.3 Relevant documents (incident report, photos on site of incident, materials specification and technical requirements, maintenance and inspection record, etc)		Company/Industry requesting for testing (samples)
1.4 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)

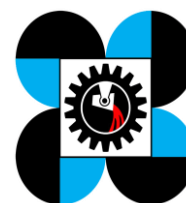


CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for testing	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional required tests not available in physical metallurgy laboratory	None	30 minutes	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory</i>
	1.2 Label sample/s (preliminary) submitted and mark agreed orientation/test area		5 minutes	
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -

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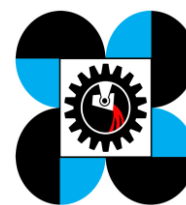


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Checking and signing of Test Certificate/s and Failure Analysis Report		1 day	<i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		5 days 5 hours 20 minutes	

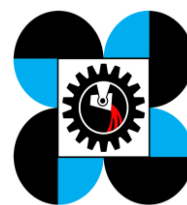
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



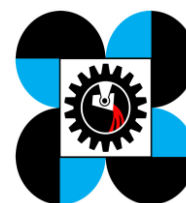
5. Physical Metallurgy Laboratory Testing Services - Metallography

Metallography describes the microstructure and micro constituents of a metal using microscopy.

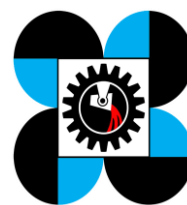
Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for testing (cut to 25mm diameter/width and height of at least 10mm) -Bigger/thicker samples may require additional cutting/sectioning process to fit sample preparation, testing and inspection machines and equipment -Smaller/thinner samples may require additional mounting process		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and mounting) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 Following information, if available, 1.2.1 grade of metal or chemical analysis 1.2.2 heat treatment history information 1.2.3 hardness		Company/Industry requesting for testing
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative) 2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing Company requesting for testing



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	30 minutes	Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory
	1.2 Label sample/s submitted and mark agreed orientation/test area		10 minutes	
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -



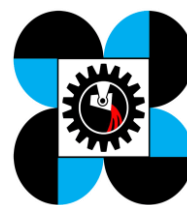
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
4. Submit copy of JO to Cashier and Pay the required testing fees	<p>4.1 Accept and process payment based on the Job Order</p> <p>4.2 Issue the Official Receipt</p> <p>4.3 Stamp JO with "PAID" and return to customer</p>	<p>Plain Carbon Steel P1,600.00/sample</p> <p>Cast Iron P2,000.00/sample</p> <p>Aluminum/ aluminum alloy P2,050.00/sample</p> <p>Copper/ Copper Alloy P2,200.00/sample</p> <p>Stainless Steel; High Alloy Steel P2,250.00/sample</p> <p>Boiler Tubes; Galvanized Sheet P2,500.00/sample</p> <p>Multi-layered Bearings P2,600.00/sample</p> <p>Weldments P3,500.00/sample</p> <p>Lead/Lead Alloy P3,800.00/sample</p> <p>Fees inclusive of grinding, polishing, etching, 1 high mag and 1 low mag photo printed in test report</p> <p><u>Other Fees:</u> Refer to Metallurgical Sample Preparation</p>	10 minutes	<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
5. None	5.1 Conduct sample preparation (cutting, mounting, grinding, polishing, etching)	None	2 days	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
	5.2 Conduct of Microscope Viewing	None	1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.3 Evaluation of Microstructures		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.4 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory

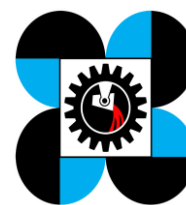


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	5.5 Checking and signing of Test Certificate/s		1 day	<i>Supervising Science Research Specialist Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory</i>
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -



9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		6 days 2 hours 25 minutes	

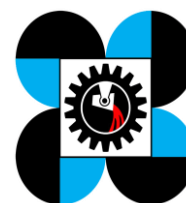
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



6. Physical Metallurgy Laboratory Testing Services - Metallurgical Sample Preparation

It is a key step prior to subjecting the sample to different metallurgical, mechanical and chemical tests. It often requires sectioning/cutting, mounting, course grinding, fine grinding, polishing, and etching.

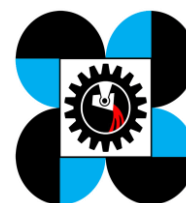
Division:	Materials and Process Research Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s -Bigger/thicker samples may require additional cutting/sectioning process to fit sample preparation, testing and inspection machines and equipment based on actual assessment, depending on the geometry and orientation of the sample. -Smaller/thinner samples may require additional mounting process.		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and mounting) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 Information on type and grade of metal		Company/Industry requesting for testing
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit sample to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional processes, if necessary 1.2 Label sample/s submitted and mark agreed orientation/test area 1.3 Generate Job Order (JO) in two (2) copies 1.4 Update Google Monitoring Sheet	None	30 minutes 10 minutes 5 minutes 3 minutes	<i>Senior Science Research Specialist,</i> Physical Metallurgy Laboratory or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept and process payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	Cutting P140.00/sample Hot Mounting P 80.00/sample Cold Mounting P 360.00/sample Metallographic Grinding P400.00/sample	10 minutes	<i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division

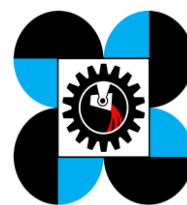


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
		Metallographic Polishing P350.00/sample Etching P120.00/sample		
5. None	5.1 Cutting 5.2 Mounting 5.3 Grinding 5.4 Polishing 5.5 Cleaning (ultrasonic) 5.6 Etching	None	4 hours 3 hours 3 hours 2 hours 30 minutes 15 minutes	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
6. Proceed to Physical Metallurgy Laboratory, Materials Research Section and present the JO and OR; or Physical Metallurgy will endorse to appropriate MIRDC laboratory for subsequent testing.	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO	7.1 Return samples to Client	None	5 minutes	- same as step 1 -



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		1 day 6 hours 5 minutes	

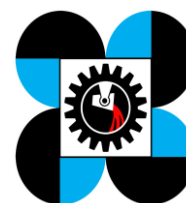
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



7. Physical Metallurgy Laboratory Testing Services - Metal Classification/ Certification

This process determines the probable type and grade of a metal given the result of chemical analysis and based on available reference standard.

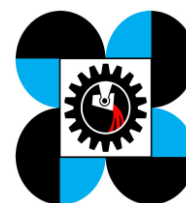
Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of chemical analysis results		
1.1 If client has no chemical analysis result of the sample yet, submit sample/s to MIRDC-ATD-DHO Centralized Receiving area. Follow ATD-DHO procedure on Chemical Analysis and Metals Identification services.		Company/Industry requesting for testing (sample for chemical analysis and metals identification)
1.2 If client has chemical analysis result, proceed to Physical Metallurgy Laboratory, Materials Research Section		Company/Industry requesting for testing
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
3. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit chemical analysis result and other applicable requirements to Physical Metallurgy, Materials Research Section. (If client has results already); otherwise, skip steps 1-4 if Metals Identification service was availed from ATD-DHO.	1.1 Generate Job Order (JO) in two (2) copies 1.2 Update Google Monitoring Sheet	None	5 minutes 3 minutes	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory</i>
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	PhP 750.00/sample If client has chemical analysis result. None If Metals Identification service was availed in ATD-DHO	10 minutes	<i>Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
5. None	5.1 Evaluate the result against available reference standard and handbook	None	2 days	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	5.2 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician 5.3 Checking and signing of Test Certificate/s		1 hour 1 day	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i> <i>Supervising Science Research Specialist Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory</i>
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -



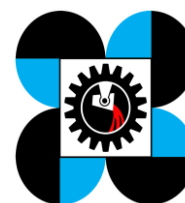
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Sign second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates	None	5 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		3 days 1 hour 40 minutes	



8. Physical Metallurgy Laboratory Testing Services - Photomicrography

Printing only of photographs of microstructures using optical microscope. Description and evaluation of the photograph is not included.

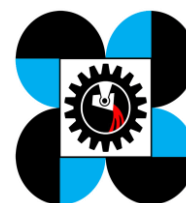
Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s to be viewed under microscope. -Bigger/thicker samples may require additional cutting/sectioning process to fit viewing platform based on actual assessment. -Smaller/thinner samples may require additional mounting process		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and mounting) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.2 If photograph of microstructure is requested, samples should have been ground, polished and etched. If not, appropriate sample preparation will be conducted.		Physical Metallurgy Laboratory (sample preparation) Technical Solution Services Section (TSSS), MIRDC (complex cutting services)
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing



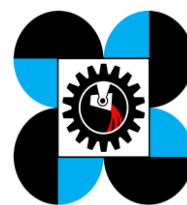
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	10 minutes	Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory
	1.2 Label sample/s submitted and mark agreed orientation/test area		10 minutes	
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order	PhP 80.00 per photograph	10 minutes	Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division
	4.2 Issue the Official Receipt			
	4.3 Stamp JO with "PAID" and return to customer			



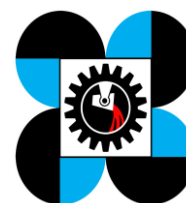
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
5. None	5.1 Conduct sample preparation (cutting, mounting, grinding, polishing, etching), if needed	None	2 days	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
	5.2 Conduct of Microscope Viewing		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.3 Encode/Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.4 Checking and signing of Test Certificate/s		1 day	<i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
6. Proceed to the PhysMet Laboratory, and present the JO and Official Receipt	6.1 Check JO and O/R 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		4 days 2 hours 5 minutes	



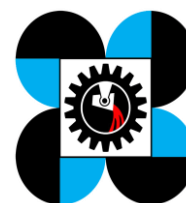
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



9. Physical Metallurgy Laboratory Testing Services - Scanning Electron Microscope (SEM)

Evaluation of samples using the Scanning Electron Microscope.

Division:	Materials and Process Research Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for testing (maximum of 4 inches in width, 3 inches in height) -Bigger/thicker samples may require additional cutting/sectioning process to fit in SEM -Smaller/thinner samples may require additional mounting process 1.2 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (simple cutting services and mounting) Technical Solution Services Section (TSSS), MIRDC (complex cutting services) School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO) 2.2. (1) Original or Photocopy of issued Official Receipt 2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative) 2.4. (1) Company ID/School ID and/or (1) government issued ID		Physical Metallurgy, Materials Research Section (MRS) Cashier Office, MIRDC-Finance and Administrative Division (FAD) Company requesting for testing Company requesting for testing



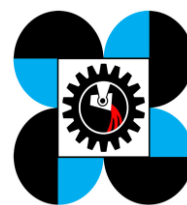
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	10 minutes	Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory
	1.2 Label sample/s submitted and mark agreed orientation/test area		10 minutes	
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order	Conductive Sample Php 2,000.00/sample	10 minutes	Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division
	4.2 Issue the Official Receipt	Non-conductive Sample Php 2,600.00/sample		
	4.3 Stamp JO with "PAID" and return to customer	Other Fees: Refer to Metallurgical Sample Preparation		



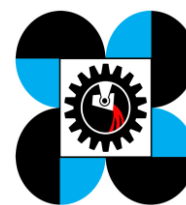
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
5. None	5.1 Conduct sample preparation (cutting, mounting), if necessary	None	1 day	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
	5.2 Conduct of SEM Viewing and Evaluation		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.3 Encode/Print/Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	5.4 Checking and signing of Test Certificate/s		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
				<i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		4 days 2 hours 5 minutes	



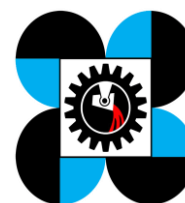
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Sample needs complex cutting.	Client to enter job in TSSS and schedule a date for the cutting of the specimen.	Technical Solution Services	Separate target processing time.
Up to five (5) samples can be prepared (from grinding to etching) for one day. Mounting of first sample needs at least one (1) hour to complete. Twenty (20) minutes for every succeeding sample.	Appropriate number of days will be added for every additional five (5) samples.	Physical Metallurgy Laboratory, Materials Research Section	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



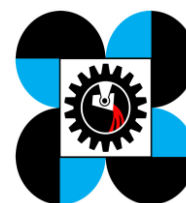
10. Physical Metallurgy Laboratory Testing Services – Thickness of Coating

It is a measurement of the thickness of coating material/s on a particular substrate using optical microscope.

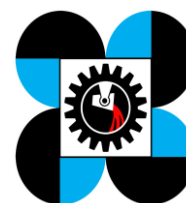
Division:	Materials and Process Research Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Submission of samples		
1.1 Sample/s for evaluation and measurement -May need additional mounting process		Company/Industry requesting for testing (samples) Physical Metallurgy Laboratory (mounting process)
1.2 Information on coating material and substrate, if known		Company/Industry requesting for testing
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
2. Claiming of test certificates		
2.1. (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Materials Research Section (MRS)
2.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company/Industry requesting for testing
2.4. (1) Company ID/School ID and/or (1) government issued ID		Company/Industry requesting for testing



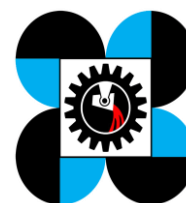
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Materials Research Section	1.1 Evaluate sample/s and discuss additional required tests not available in physical metallurgy laboratory 1.2 Label sample/s (preliminary) submitted and mark agreed orientation/test area 1.3 Generate Job Order (JO) in two (2) copies 1.4 Update Google Monitoring Sheet		30 minutes 5 minutes 5 minutes 3 minutes	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV Physical Metallurgy Laboratory or Metals Technologist II Physical Metallurgy Laboratory</i>
2. Review contents and Sign Job Order	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign Visitor's Pass	None	1 minute	- same as step 1 -



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit copy of JO to Cashier and Pay the required testing fees	4.1 Accept payment based on the Job Order 4.2 Issue the Official Receipt 4.3 Stamp JO with "PAID" and return to customer	PhP 2,200.00/sample <u>Other Fees</u> Hot Mount PhP 80.00/sample Cold Mount PhP 360.00/sample	10 minutes	<i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division
5. None	5.1 Mount the sample 5.2 Conduct Measurement using optical microscope 5.3 Encode /Print/ Sign Test Certificate/s by Analyst and Technician	None	1 hour 4 hours 1 hour	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory <i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory <i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory

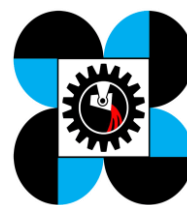


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Checking and signing of Test Certificate/s and Failure Analysis Report		1 day	<i>Supervising Science Research Specialist Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory</i>
6. Proceed to the Physical Metallurgy Laboratory, Materials Research Section and present the JO and Official Receipt	6.1 Check JO and OR 6.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
7. Sign "Items retrieved by:" in JO and second copy of Phys Met test reports/ certificates	7.1 Issues and explains (if requested by client) Test Reports/ Certificates 7.2 Return samples to Client	None	10 minutes	- same as step 1 -
8. Fill out Customer Satisfaction Survey	8.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -



9. Present MIRDC Visitor's Pass for signature	9.1 Sign MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	TOTAL		1 day 7 hours 20 minutes	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Materials Research Section	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.



OFFICE OF THE EXECUTIVE DIRECTOR

External Services



I. Metalcasting, Metalworking and Surface Finishing Jobs

A. Metalcasting

The MIRDC specializes in metalcasting of ferrous and non-ferrous alloys. Using specialized metalcasting technologies such as investment casting and its conventional casting capabilities, MIRDC undertakes prototype production of engineered and decorative products. Likewise, casting product localization, alloy formulation can also be accommodated through contract research activity. MIRDC also offers rental of facilities to SME's through time-sharing scheme.

FACILITIES AND CAPABILITIES:

Conventional Casting Section

Patternshop - capable of producing wood, polymer and metal patterns.

Molding Shop - employs green sand molding process utilizing pin-lift molding machines and Furan molding process using a 4-ton capacity continuous mixer.

Melting Shop - Consists of:

- crucible furnace for melting non-ferrous alloys with the following capacities:
 - 50 kg
 - 300 kg
 - 600 kg
- high frequency induction furnaces capable of melting ferrous alloys, with the following capacities:
 - 10 kg
 - 50 kg
 - 150 kg
 - 250 kg
 - 500 kg

Precision Casting Section

Investment Casting (Ceramic Shell Process) - This process involves dipping the entire cluster of heat-disposable pattern into a ceramic slurry and coating with ceramic material until a self-supporting shell has been formed. The coated cluster is then dewaxed, fired at high temperature and poured with molten metal. MIRDC has a complete facilities for this process.

Shell Molding - This process produces castings with relatively accurate and smooth surfaces. Cores and molds are considerable strong and can be easily mass produced. MIRDC has the following facilities:

- Resin Coated Sand Mixer - cold sand high speed mixer with a capacity of 60 kg per batch
- 3 Shell Core Shooters
- 3 Shell Molding Machines



Die Casting Machines - MIRDC has three die casting machines. These are:

- Hot Chamber Die Casting Shinozuka Model: SD-25-OHA
- Cold Chamber Die Casting "TOSHIBA" Model: DC 25OC
Machine Dimension: 5.4 x 1.7 x 2.5m
- Low Pressure Die Casting Type: SK-110
Pattern Size: 660 x 660 x 260mm

Casting Design and Process/Quality Control Capabilities:

In order to attain its quality objectives and meet the specified requirements of the customers, MIRDC utilizes different control and testing equipment to ensure the quality of cast products.

Solstar Solidification Simulation Software - A simulation program to predict, simulate and analyze the likelihood of defects during actual casting as well as optimizes the casting process. It has the following features:

- Solid Modelling
- Thermal Analysis
- Solidification Simulation

Meltlab Carbon Equipment (CE Meter) - provides reliable means to analyze and evaluate the composition of gray and ductile iron.

Shimadzu Optical Emission Spectrometer - quantitative determination of trace and major elements in ingots and castings. It has a maximum of 64 channels and capable of analyzing 32 elements at present.

Sand Testing Equipment

- | | |
|------------------------|-----------------------------|
| ▪ Compressive Strength | ▪ Bending Strength Tester |
| ▪ Moisture Teller | ▪ Rotap Machine |
| ▪ Permeability Meter | ▪ Clay Content Determinator |
| ▪ Mold Hardness Tester | |

Metallurgical Microscope – Olympus

Ultrasonic Tester - Kraut Krammer 0.4 - 20 mhz

Pyrometers

- Minolta Spot Meter - 600-3,000°C
- Immersion Type
 - Type K, -70 - 1370°C
 - Type S, 25 - 1770°C

Aside from short series experimental production and product development, MIRDC also offers time-sharing of its facilities to foundries with limited capabilities.



B. Metalworking

Metalworking is working with metals and metal products to create individual parts. The Center utilizes conventional and specialized machining processes in the development of tools, dies, molds, jigs and fixtures, and components.

Its heat treating capability includes:

- direct hardening
- case hardening (pack carburizing)
- softening processes (tempering, annealing, normalizing, stress relieving)

There is a wide range of technologies that are used within metalworking to create all types of products such as small pieces of jewelry all the way to building components and large-scale constructions.

Metal working services in MIRDC includes conventional lathe machining, conventional milling machining, CNC lathe, CNC milling, 5-axis machining, gear hobbing, and Welding Processes (SMAW, GMAW, GTAW).

C. Surface Engineering

The MIRDC employs a broad range of industrial processes, called surface finishing, to alter the surface of manufactured products in order to achieve a desired property.

The most widely used surface treatments are meant to improve appearance; adhesion or wettability, corrosion, tarnish, wear, and chemical resistance; and hardness. Moreover, these surface finishing processes modify electrical conductivity, remove burrs and other surface flaws, and control surface friction.

Heat Treatment

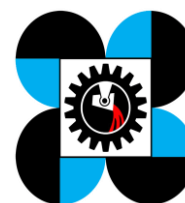
The Center offers (1) Vacuum Heat Treatment and (2) Conventional Heat Treatment to enable MSMEs to meet prevailing and future requirements of the M&E industries.

Electroplating

This process usually employs direct current (DC). The MIRDC performs non-cyanide gold plating, copper plating, nickel plating, and chrome plating.

Anodizing

Hard coat anodizing prevents any thermal or physical distortion of precision-engineered components made from aluminum. Anodized aluminum is used thousands of applications, More importantly, these materials have a life cycle that is relatively benign to the environment.



Pulse Plating

Pulse plated deposits tend to build up with straight walls. With this technology, overall plating thickness, weight, and manufacturing time are reduced.

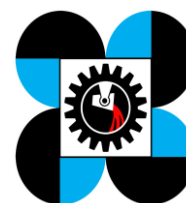
Stage 1

A. Job Acceptance for service request on the use of equipment (Facility Sharing - Time Sharing Jobs)

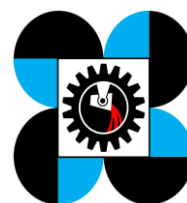
Division/ Office:	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section (TSSS)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Qualifications of Machinist 2. Machine Requirements (type of machine and duration of use)		Company/Industry requesting for rental of Machining, Welding & Fabrication, Conventional & Investment Casting facilities		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TSS Office – inquire for the availability of required facility/ies.	1.1 Determine the required type of machine/s and duration of use. 1.2 Check the availability of machine and tools to be used. 1.3 Inform customer on the schedule of fees.	none	20 minutes	<i>Product Cost Estimator II / III, TSSS</i>
2 Fill out Certificate of Competency form and apply for competency assessment.	2.1 Conduct competency and evaluate the operator based on the machine requirement.	none	1 hour	<i>SRS II / Metal Technologist V (Shop)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Request for the use of facility/ies.	3.1 Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	<i>SRS II / Product Cost Estimator II / III/ Sr. SRS, TSSS</i>
4. Review and sign TSR.	4.1 Request customer to proceed to Cashier for payment of deposit for Machine Bond.	P2,000 for every machine to be used	10 minutes	<i>SRS II / Product Cost Estimator II / III TSSS</i>
5. Pay to the Cashier a Deposit for Machine Bond and show O.R. to TSS staff.	5.1 Issue Acknowledgment Receipt.	none	10 minutes	<i>Product Cost Estimator II / III TSSS</i>
6. Provide raw materials, other tools and accessories, if needed.	6.1 Inspect the materials, put proper label and store to designated area. 6.2 Provide the Product Entry & Exit Pass Slip (PEES)	none	1 hour	<i>Metals Technologist III / Administrative Aide IV, TSSS</i>
7. Fill-out Product Entry Exit Slip (PEES) for all materials supplied provided	7.1 Receive the filled out and signed PEES	none	5 minutes	<i>SRS II / Product Cost Estimator II / III/ Sr. SRS, TSSS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Verify the Target Completion Date.	8.1 Forward the documents and materials to the shop. 8.2 Endorse to shop for determination of Target Completion Date (TCD) & scheduling.	None	30 minutes	<i>Metals Technologist III / Administrative Aide IV, TSS</i>
	Total		3 hours and 15 minutes	



B. Job acceptance for service request on job processing (Facility Sharing - Actual Time Jobs)

Division:	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Product Drawing and Specifications 2. Sample Product / Workpiece 3. Casting Pattern, if needed 4. Customer-supplied Materials		Company/Industry requesting for use of facilities with the Center's personnel to operate the required facilities for Machining, Welding & Fabrication, Conventional & Investment Casting		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TSS Office – provide the sample product or product drawing and inquire for the availability of required facility/ies and machine operator/s.	1.1 Evaluate the product sample or technical drawing if within the Center's capability. 1.2 Determine the scope of work, required process/es, available machine/s, operators, & tools. 1.3 Inform the customer on the schedule of fees.	none	1 hour	SRS II / Product Cost Estimator II / III, TSSS

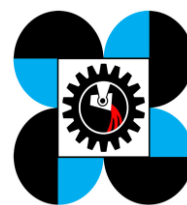


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Request for job based on actual time of processing	2.1 Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	<i>SRS II / Product Cost Estimator II / III TSSS</i>
3. Review and sign TSR and submit customer-supplied materials	3.1 Check the submitted materials put proper label and store to designated area. 3.2 Provide the Product Entry & Exit Pass Slip (PEES)	none	1 hour	<i>SRS II / Product Cost Estimator II / III TSSS</i>
4. Fill-out Product Entry Exit Slip (PEES) for all materials supplied provided	4.1 Receive the filled out and signed PEES	none	5 minutes	<i>Product Cost Estimator II / III TSSS</i>
5. Verify the Target Completion Date.	5.1 Forward the documents and materials to the shop. 5.2 Endorse to shop for determination of Target Completion Date (TCD) and scheduling.	none	45 minutes	<i>Metals Technologist III / Administrative Aide IV, TSSS</i>
	Total		2 hours and 55 minutes	

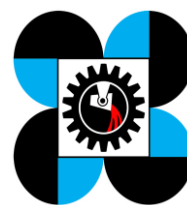


C. Job acceptance for service requests (Surface Finishing Jobs)

Division:	Office of the Deputy Executive Director for Research and Development- Technical Solutions Services Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Products 2. Required Parameters		Company/Industry requesting for service on carburizing, tempering, annealing, hardening and anodizing		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TSS Office – provide the products inquire for surface finishing process	1.1 Evaluate the products and materials. 1.2 Determine the scope of work, required surface finishing process/es,.	none	30 minutes	SRS II / Product Cost Estimator II / III, TSSS
2. Request for surface finishing job	2. Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	SRS II / Product Cost Estimator II / III/ Sr. SRS, TSSS
3. Review and sign TSR and submit customer-supplied materials	3.1 Check the submitted materials put proper label and store to designated area. 3.2 Provide the Product Entry & Exit Pass Slip (PEES) and Heat Treatment Waiver Form	none	30 minutes	SRS II / Product Cost Estimator II / III/ Sr. SRS, TSSS

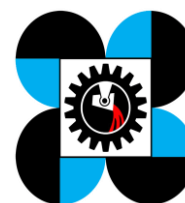


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4 Fill-out Product Entry Exit Slip (PEES) for all materials supplied provided and Heat Treatment Waiver form	4.1 Receive the filled out and signed PEES and Heat Treatment Waiver form	none	5 minutes	<i>SRS II / Product Cost Estimator II / III</i> TSSS
5 Verify the Target Completion Date.	5.1 Forward the documents and materials to the shop. 5.2 Endorse to shop for determination of Target Completion Date (TCD) and scheduling.	none	30 minutes	<i>Metals Technologist III / Administrative Aide IV,</i> TSSS
	Total		1 hour and 40 minutes	



D. Jobs Requiring Quotations (Customer-supplied materials)

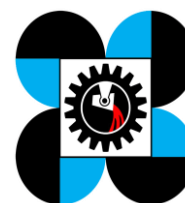
Division:	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Technical Drawing and Specifications Sample Product / Workpiece Casting Pattern			Company/Industry requesting for Machining, Welding & Fabrication, Conventional & Investment Casting	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide to TSS the technical drawing and/or sample product to be processed.	1.1 Check the submitted requirements and endorse to the assigned technical personnel according to process required.	None	15 minutes	<i>Product Cost Estimator III, TSSS</i>
	1.2 Study the product application of sample items, pattern and/or drawing.		1 hour	
	1.3 Endorse to Engineer/s & technician/s for final evaluation and decision.		2 hours	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 If within MIRDC's capability, endorse to the designer for dimensions and/or measurements for complete details and specifications		15 minutes	
2. Complete the technical / production drawing specification requirements.	2.1 Provide technical consultancy on the completion of the production drawing and other aspects. 2.2 If technical drawing is not available, get other technical information by personal interview, email or telephone.	none	2 hours 1 day	<i>Draftsman IV, TSSS</i>
3. Wait for the drawing to be completed.	3.1 Endorse to TSS designer for drafting of detailed drawing. 3.2 Endorse the drawing to QA and conduct measurement together with sample items for dimensioning	none	5 days 4 days	<i>Product Cost Estimator III, TSSS</i> <i>Metals Technologist III / Administrative Aide IV, TSSS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Once drawing is available and complete sign conforme and endorse to TSS for assessment and evaluation.	4.1 Direct to the assigned TSS personnel for assessment of the required processes – machining; Welding and fabrication; Heat treatment; Conventional and/or Investment.	none	15 minutes	<i>SRS II / Product Cost Estimator II / Production Cost Estimator III, TSSS</i>
	4.2 If the job requires further verification on the method, consult the shop engineer & technicians.		2 hours	<i>Production Cost Estimator II, TSSS</i>
5. Request for quotation	5. Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	<i>Production Cost Estimator II, TSSS</i>
6. Review and sign TSR and wait for the cost estimate to be completed	6.1 Prepare cost estimates and quotation.	none	10 days	<i>Product Cost Estimator II / III/ Sr. SRS, TSSS</i>
	6.2 Send quotation to customer in hardcopy or through email.		Variable (will depend on the response of the customer)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Review and sign quotation for agreement on job requirement and submit materials.	7.1 Receive signed quotation. 7.2 Prepare and issue the Technical Service Request (TSR) Form. 7.3 Check the submitted materials put proper label and store to designated area. 7.4 Issue Product Entry & Exit Slip (PEES)	none	15 minutes	<i>Product Cost Estimator II / III/ Sr. SRS, TSSS</i>
8. Fill-out Product Entry Exit Slip (PEES) for all materials supplied provided.	8.1 Receive the filled out and signed PEES	none	5 minutes	<i>SRS II / Product Cost Estimator II / III/ Sr. SRS, TSSS</i>
9. Verify the Target Completion Date.	9.1 Forward the documents and materials to the shop. 9.2 Endorse to shop for determination of Target Completion Date (TCD) and scheduling.		30 minutes	<i>Metals Technologist III / Administrative Aide IV, TSSS</i>
	Total		21 days & 40 minutes	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple job requests received within the day	Preparation of Detailed Technical Drawing and QA will be on scheduled basis depending on the availability of competent personnel and equipment after completion of the prior technical design/drafting and QA jobs.	TSS	Queueing system (First in First out)
	Preparation of Quotation will be on scheduled basis depending on the availability of competent personnel after completion of prior job estimation work/s.	TSS	Queueing system (First in First out)
	Heat Treatment, Machining, Metal Fabrication, Metal Casting and Surface Engineering will be on scheduled basis depending on the availability of machine and personnel after completion of the prior job/s.	Shop	Queueing system (First in First out)



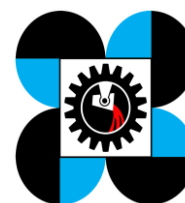
Stage 2: Job Processing

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Job Processing :	none		Respective PD/MPRD Shop Personnel
	Actual Time Jobs (Processing of Casting Services):			
	for dewaxing job(PCU)		4 hours and 40 minutes	
	for shell firing and melting job (PCU)		12 hours and 40 minutes	
	for melting job (CCU):		6 hours and 40 minutes	
	Conventional Casting		17 days and 40 minutes	
	Investment Casting		24 days and 40 minutes	
	Conventional Lathe Machining		6 days 6 hours 15 minutes	
	Shielded Metal Arc Welding / Gas Metal Arc Welding / Tungsten Arc Welding		1 day 1 hour and 5 minutes	
	5-axis Machine		1 month 23 days 6 hours and 15 minutes	
	CNC Milling		1 month, 6 days, 6 hours, 15 minutes	
	CNC Lathe Machining		1 month, 6 days, 15 minutes	
	Conventional Milling		8 days 6 hours 15 minutes	



Conventional Lathe Machining, Conventional Milling, CNC Late Machining, CNC Milling, 5-axis machine, Gear Hobbing, Shielded Metal Arc Welding, Gas Metal Arc Welding, Tungsten Arc Welding

SITUATION	ACTION	LOCATION	REMARKS
If the drawing contains more than 8 pages (A3 or A4 size paper).	Meeting with engineers and technician	EPS Office/ PDS	Review of drawings will take longer time in order to visualize the product.
If the number of workpiece is more than 3 pcs / the size is more than 1 foot in length or width or height:	Assigned other machine of the same type and operator. The workpieces will queue if the other same type machines are not available.	EPS Workshop PDS	Turning Process will consume longer set-up time and machining time
If the workpiece has multi-part features.	Meeting with engineers and technicians Assigned additional programmer	PDS Office	Preparation (and analysis of gear using gear software KissSoft for (Gear Hobbing) and providing CAM program as required (with tooling inventory as reference to programming) / Prepare and analyze gear using gear software (KissSoft) and provide CAM program as required (with tooling inventory as reference to programming) will consume longer in designing , encoding, drawing and programming.



If the number of workpiece is more than 3 pcs / the size is more than 1 meter in length or width or height.	Assigned other machine of the same type and operator. The workpieces will queue if the other same type machines are not available.	EPS Workshop	Gear Hobbing/ Welding Process will consume longer set-up time and machining time
If the number of workpiece is more than 3 pcs / the size is more than 1 meter in length or width or height.	Set the cooling time overnight	EPS Workshop	Air cooling time of workpiece will take longer
If the number of workpiece is more than 3 pcs / the size is more than 1 foot in length or width or height:	Assigned to other QA machine and operator. The workpieces will queue of other QA machines are not available	PD-QA Room	Set-up workpiece /Perform quality assurance procedure / Measurements of Job will consume longer set-up time and machining time

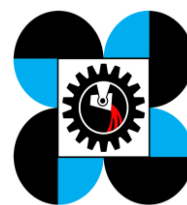
Stage 3. Job Releasing of Finished Items

Finished items are released to the customers and payment is received with proper documentation.

Division:	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 1 Copy of Technical Service Request Form 2. 1 Copy of PEES 3. Payment		Company/Industry client who availed the Actual Time, Facility Sharing, Surface Finishing, Machining and Metalcasting Jobs	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of the TSR Form and PEES to TSS Office	1.1 Prepare finished item for releasing	None	30 minutes	<i>Metals Technologist III / Administrative Aide IV, TSSS</i>
	1.2 Prepare billing signed by authorized signatories		10 minutes	<i>SRS II / Production Cost Estimator III, TSSS</i>
2. Proceed to Cashier's Office and pay the amount due		Refer to Schedule of Fees	10 minutes	
3. Proceed to TSS and present the OR	3.1 Get the OR number & indicate in the ONEShop the release of the items		10 minutes	<i>SRS II / Production Cost Estimator III, TSSS</i>
4. Secure PEES and Customer's copy of Billing	4.1 Issue filled out and signed PEES and stamped the DR.		10 minutes	<i>SRS II / Production Cost Estimator III, TSSS</i>
5. Receive the product	5.1 Release the product		15 minutes	<i>Metals Technologist III / Administrative Aide IV, TSSS</i>
6. Fill up Customer Satisfaction Measurement at Kiosk			10 minutes	<i>SRS II / Production Cost Estimator III, TSSS</i>
		Total	1 hour & 35 minutes	



Schedule of Fees

I	Foundry Services	As Quoted	
II.	Metal Casting Services	Rate per Hour	
	A. Conventional Casting	Time Sharing	Actual Time
	1. Molding		
	Furan Mixer	670.00	810.00
	Sand Reclaimer	110.00	290.00
	Forklift	280.00	430.00
	2. Fettling		
	Shot Blasting	1,660.00	1,800.00
	Angle Grinder	100.00	275.00
	Pneumatic Chipping Hammer	210.00	630.00
	Silicon Arc Air Gouging Machine	3,550.00	3,700.00
	Oxyacetylene Kit	20.00	230.00
	3. Pattern Shop		
	Drill Press	80.00	260.00
	Bandsaw	80.00	260.00
	Wood Lathe	70.00	265.00
	Rotary Machine	50.00	245.00
	Bench Table Saw	80.00	260.00
	Wood Planer	170.00	320.00
	Disc Grinder	150.00	305.00
	B. Investment Casting		
	1. Wax Pattern		
	Wax Melting Tank	90.00	280.00
	Wax Curing Tank	120.00	290.00
	Wax Injection Machine	100.00	330.00
	Hot Plate/Soldering Iron	110.00	280.00
	2. Ceramic Mold Making		
	Slurry Mixer with parts	130.00	300.00
	Fluidized Bed	70.00	240.00
	Dust Collector	80.00	260.00
	3. Dewaxing		
	Autoclave Machine	680.00	850.00
	4. Shellfiring		
	Shellfiring Furnace	130.00	405.00
	5. Fettling		



	Sand Blasting	200.00	370.00
	Knockoff Machine	160.00	350.00
	Cut-off Machine	210.00	380.00
	Denyu Belt Sander/Polishing	120.00	290.00
	Compressor (Sullair)	1,240.00	1,410.00
	C. Melting (Conventional/Investment)		
	50 Kg Induction Furnace - Non Ferrous	2,050.00	2,220.00
	50 Kg Induction Furnace - Ferrous	2,380.00	2,550.00
	100 Kg Induction Furnace (New)	3,530.00	3,700.00
	150 Kg Induction Furnace (New)	4,850.00	5,020.00
	150 Kg Induction Furnace (Old Inductotherm)	4,265.00	4,500.00
	250 Kg Induction Furnace (Old Inductotherm)	6,760.00	6,930.00
	500 Kg Induction Furnace (Old Inductotherm)	12,270.00	12,430.00
	Crucible Furnace	1,670.00	1,840.00

III	Heat Treatment	
	A. Conventional	
	Direct Hardening (without tempering)	PhP 2,060.00 (up to 25Kg); additional Php 82.00 per Kg above 25Kg
	B. Pack Carburizing (without tempering)	
	Tempering/Stress Relieving	PhP 1,560.00 (up to 25Kg); additional Php 62.00 per Kg above 25Kg
	Annealing/Normalizing	PhP 1,860.00 (up to 25Kg); additional Php 62.00 per Kg above 25Kg
	C. Vacuum Heat Treatment	
	Hardening (without tempering)	PhP 15,100.00 (up to 30Kg); additional Php 500.00 per Kg above 30Kg
	Tempering	PhP 7,600.00 (up to 30Kg); additional Php 250.00 per Kg above 30Kg



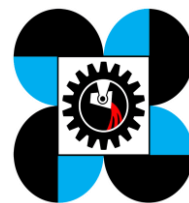
Metal Working Technology Services		Rate per hour	
I.	Advance Machining, Tool and Die Shop	Time Sharing	Actual Time
	A. CNC MACHINES		
	CNC EDM Sinker (Sodick A50)	230.00	610.00
	CNC EDM Sinker (Mitsubishi EA12D)	540.00	860.00
	EDM Drill (Sodick K1C)	170.00	535.00
	EDM Drill (Oscarmax SD550)	230.00	590.00
	CNC EDM Wirecut (Sodick A500W)	570.00	930.00
	CNC EDM Wirecut (Robocut α-C600i)	870.00	1,180.00
	CNC Milling Machine (Mazak FJV25)	890.00	1,080.00
	CNC Milling Machine (Mazak VTC16)	840.00	1,020.00
	CNC Milling Machine (Mazak VCS 430A)	1,200.00	1,390.00
	CNC Milling Machine (Samsung Rhino LCV850)	1,380.00	1,560.00
	CNC Milling Machine - High Speed (Makino F5)	1,390.00	1,580.00
	CNC Milling Machine - CNC/Manual (Makino KE55)	750.00	940.00
	CNC Lathe w/ Milling Machine (Takisawa LA200M)	930.00	1,110.00
	CNC Lathe (Mazak QT6T)	740.00	920.00
	CNC Lathe (Mazak Quick Turn Smart 150s)	950.00	1,130.00
	CNC 5-Axis Milling (Mazak Variaxis j-600/5X)	1,800.00	2,010.00
	CNC 5-Axis Lathe (Mazak Integrex i-200)	1,930.00	2,150.00
	CNC 5-Axis Milling Machine (Okuma MU 6300V)	2,790.00	3,010.00
	B. DIE AND MOLD REPAIR		
	Laser Welding Machine (Sisma SWA150)	440.00	740.00
	Mould Repair (TechnoCoat MicroDepo)	220.00	555.00
	C. MEASUREMENT AND QUALITY CONTROL		
	CMM Robotic Arm (Romer Multi Gauge 6-Axis)	270.00	650.00
	CMM (Mitutoyo Beyond 504)	26.000	610.00
	CMM (Mitutoyo Crysta-Apex S 7106)	930.00	1,390.00
	Profile Projector (Sigmascope MT:500-933)	100.00	470.00
	D. GRINDERS		
	Surface Grinder - Big (Perfect PFG 80150AHR)	510.00	795.00
	Surface Grinder - Small (Perfect PFG 60100AHR)	440.00	740.00
	Surface Grinding Machine (Kuroda GS-62Z)	370.00	680.00
	Surface Grinding Machine (Jones and Shipman 540H)	140.00	515.00
	Cylindrical Grinding Machine (Palmary)	630.00	890.00



II.	PLASTIC INJECTION SHOP		
	I. PLASTIC INJECTION MACHINES		
	Sumitomo 80T	370.00	540.00
	Sumitomo 150T	590.00	760.00
	Sumitomo 350T	1,060.00	1,230.00
	Mitsui Pre-heating	90.00	325.00
	Plastic Crusher	80.00	330.00
III.	GEAR MAKING FACILITY		
	A. GEARMAKING MACHINES		
	CNC Gear Hobber (Mitsubishi GE 25A)	2,510.00	2,720.00
	CNC Gear Shaper (Mitsubishi ST 25CNC)	2,680.00	2,900.00
	CNC Gear Shaver (Mitsubishi FE30A)	1,670.00	1,880.00
	Gear Software (KISSSoft/KISSSys)	1,020.00	1,230.00
	CMM Gear Measuring System (Zeiss Duramax RT)	860.00	1,070.00
	Dynamic Balancer (CIMAT CMTI500HZP)	700.00	1,200.00
	Internal Broaching Machine (AXISCO CHI0510)	750.00	1,060.00
IV.	CONVENTIONAL MACHINING SHOP		
	A. CONVENTIONAL MACHINES		
	Turning (Lathe Machines)	500.00	650.00
	Milling (Milling Machines)	320.00	500.00
	Grinding (Grinding Machines)	210.00	370.00
	Drilling (Drilling Machines)	210.00	360.00
	Press working (Press working Machines)	200.00	350.00
	Fabrication (Fabrication Machines)	160.00	310.00
	SMAW (Welding Machines)	160.00	360.00
V.	WELDING AND FABRICATION SHOP		
	A. WELDING MACHINES		
	MIG/TIG-Welding (MillerDynasty 350)	240.00	410.00
	TIG-Welding (Miller Sychrowave 200)	260.00	430.00
	TIG-Welding (Miller Diversion 165)	210.00	380.00
	TIG-Welding (OTC-Accutig 300P)	400.00	570.00
	MIG/TIG-Welding (OTC-Digital Dyna Autp XD 350S)	470.00	630.00
	MIG/TIG-Welding (Miller Thunderbolt XL)S)	530.00	700.00
	Spot Welding Machine (Tecna)	490.00	660.00
	B. PRESSES AND ROLLERS		
	Power Press with Uncoiler (Chin Fong)	690.00	890.00
	Hydraulic Die Spotting Press (Taitian)	1,150.00	1,720.00
	Turret Punch Press (Amada)	1,520.00	2,470.00

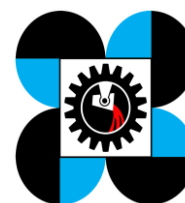


		Press Brake (Amada RG-60)	450.00	615.00
		Universal Rolling Machine (Nanjing Shengda)	540.00	1,250.00
		C. CUTTING, DRILLING AND POLISHING MACHINES		
		Hydraulic Shear (Amada GXII 1230)	930.00	1,100.00
		Shearing Machine	390.00	560.00
		Cutting machine (Thermal Dynamics 120S)	820.00	990.00
		Polishing Machine (Metabo)	170.00	340.00
		Drilling Machine (Magnetic Drill)	170.00	340.00
		Portable Drilling Machine	280.00	450.00
		Air Compressor (Ingersoll Rand)	280.00	450.00



OFFICE OF THE EXECUTIVE DIRECTOR

Internal Services



I. Review of Contracts

Contracts are reviewed to check for its legality, compliance with DOST Policies and other legal issuances before the parties can sign the instrument

Office/Division:	Office of the Executive Director			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC employees handling transactions which require execution of contracts			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. For Contracts which does not require approval of the Governing Council				
1. Copy of the Contract (Non-Disclosure Agreement, Consultancy Contracts, Research Contract with a budget of P2M and below), preferably in soft copy and in the prescribed format 2. Backgrounder on the project or contracts 3. Comment/s of the other party or parties, if any 4. For Research Contract, submit copy of the approved Contract Research Proposal			End-User / Project Leader	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Received the requirements from requester	None	2 minutes	Attorney IV, Office of the Executive Director
	1.2 Review the contract, revised or amend, if applicable	None	2 days	
	1.3 Endorse the Final draft of the Contract to End-User/Project Leader for signature of the parties	None	5 minutes	
	TOTAL:		2 days, 7 minutes	



Office/Division:	Office of the Executive Director
Classification:	Complex and Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	MIRDC employees handling transactions which require execution of contracts

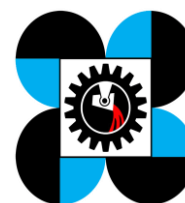
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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B. For Contracts to be presented for approval by the Governing Council during its Regular Meeting

1. Copy of the Contract (Memorandum of Agreement, Memorandum of Understanding, Contract of Lease Research Contract with a budget of more than P2M), preferably in soft copy
2. Contact details of the other Party, preferably their email address
3. Backgrounder on the project or contracts
4. For Research Contract, submit copy of the approved Contract Research Proposal

End-User /
Project Leader

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Received the requirements from requester	None	2 minutes	Attorney IV, Office of the Executive Director
	1.2 Review the contract, revised, if applicable	None	5 days For simple contracts 15 days For complex contracts	
	1.3 Endorse the draft Contract to the other Party for their review	None	2 minutes	
	1.3 Finalized the draft Contract	None	1 day	
	1.4 Request its inclusion in the Agenda for Approval by the GC in the next GC Meeting	None	5 minutes	
	1.4 Once approved by the GC, endorse copy of the	None	5 minutes	

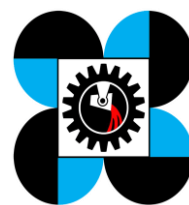


	approved Contract to End-User/ Project Leader for signing of the Parties			
	TOTAL:		5 days and 14 minutes For simple contracts 15 days and 14 minutes for complex contracts	

C. For Contracts which require the immediate action/approval by the MIRDC Governing Council (GC) (<i>approval through a referenda</i>)				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Instruction to present the Contract/matter for approval through a referenda			Executive Director, MIRDC or Chairman, MIRDC GC	
2. Final draft of the Contract (Memorandum of Agreement, Memorandum of Understanding, Contract of Lease Research Contract with a budget of more than P2M)			Attorney IV/ End-User	
3. Backgrounder on the action requested or contract to be approved			End-User / Project Leader	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.None	1.1 Draft a Referenda for the Governing Council's approval and the appropriate endorsement letter addressed to the GC Members	None	2 days	Attorney IV, Office of the Executive Director Or End-User/ Project Leader

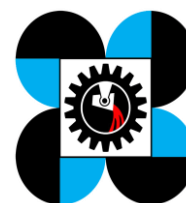


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Endorse copy of the Referenda, including its attachment/s to the GC Secretariat for distribution to GC Members	None	10 minutes	<i>Attorney IV, Office of the Executive Director</i>
	1.3 Send the referenda, with attachments to GC Members through e-mail	None	30 minutes	GC Secretariat, PMD
	1.4 Follow-up the reply of the GC Members and prepare a summary of their action	None	15 days	GC Secretariat, PMD
	1.3 Review the recommended action and make the necessary revisions, if any	None	1 day	<i>Attorney IV, Office of the Executive Director</i>
	1.4 Once majority of the GC members have signified their approval, endorse approved draft of the Contract to End-User/ Project Leader for the signing of the Parties	None	5 minutes	<i>Attorney IV, Office of the Executive Director</i>
	TOTAL:		18 days and 45 minutes	



Planning and Management Division

Internal Services



I. System Development or Modification

Clients may request for modifications or enhancements to existing Information Systems maintained by PMD-MIS or for the development of new programs / systems.

The request can be done by filling-up the MIS 001 Form – IT Job Order form which can be downloaded on Center's Intranet site <http://10.10.120.5/mirdcintranet>. Requests can be made by MIRDC employees, Contract of Service (CoS) or Job Order (JO) personnel endorsed by the Division Chief.

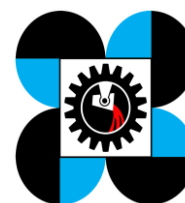
Division:	Planning and Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC regular employees, Contract of Service (COS) and Job Order (JO) personnel			
Stage I – Analysis and design of system for development or modification				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved MIS 001 Form – IT Job Order			Intranet site	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-up IT job order form and submit to PMD-MIS after approval of Division Chief	1. Availability of form and accessibility thru Intranet site	none	10 minutes.	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client discusses scope, duration, time, system requirement, and cost with PMD-MIS staff. (Analysis Phase)	2.1 Prepare workplan for development or modification. 2.2 Identify business process requirements and functional design. 2.3 Prepare System requirement.	none	8 days	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Computer Programmer III</i> Management Information Services Unit Or <i>Information Systems Researcher II</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit
3. Client approves design solutions. (Design Phase)	3.1 Present workplan and requirements to client. 3.2 Make revisions, as necessary, until approval is secured.	none	8 days	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Computer Programmer III</i> Management Information Services Unit Or



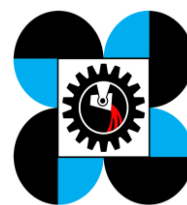
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 System requirement and workplan is then approved and noted.			<i>Information Systems Researcher II</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit <i>Division Chief,</i> Planning and Management Division Or <i>Planning Officer IV</i> Planning and Management Division
4. Client conforms to completed request by signing the MIS 001 Form – IT Job Order	4. Availability and retrieval of the form	none	10 minutes.	<i>Information Systems Analyst III</i> Management Information Services Unit
		TOTAL (Stage I)	16 days, 20 minutes.	



Stage II – System programming				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After approval of systems design, client shall wait for the status update of the system development/modification.	1. System programming /source code programming.	none	System programming will be based on workplan/schedule	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Computer Programmer III</i> Management Information Services Unit Or <i>Information Systems Researcher II</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit
2. Client shall be required to test the system.	2. Prepare for user orientation. Prepare initial guidelines on how to use the system and powerpoint presentation	None	System testing will be based on workplan/schedule	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Computer Programmer III</i> Management Information Services Unit Or <i>Information Systems Researcher II</i>



				Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit
3. After testing and there are no error/program bugs, client shall approve user acceptance	3. Assist client on system testing	none	1 Day	<i>Concerned MIS staff</i> <i>Division Chief,</i> Planning and Management Division Or <i>Planning Officer IV</i> Planning and Management Division
4. If error/program bugs found, Client shall coordinate and submit testing report to concerned MIS staff, until the system conformed to the Client requirements	4. Collect Client's test report	None	Processing time will depend on the complexity of request	<i>Concerned MIS staff</i> <i>Division Chief,</i> Planning and Management Division Or <i>Planning Officer IV</i> Planning and Management Division
		TOTAL (Stage II)	Based on workplan/schedule	



2. Technical Support

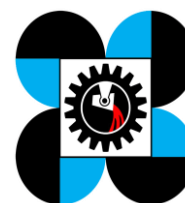
Clients can request PMD-MIS for technical support such as check-up of Information and Communications Technology (ICT) equipment (desktop, laptop, printer, scanner, wireless device, biometrics, etc.); software installation, repair and virus detection.

The request can be done by filling-up the MIS 001 Form – IT Job Order form which can be downloaded on Center's Intranet site <http://10.10.120.5/mirdcintranet>. Requests can be made by MIRDC employees, Contract of Service (CoS) or Job Order (JO) personnel endorsed by the Division Chief.

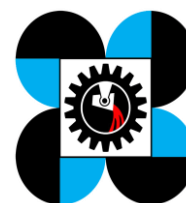
Division:	Planning and Management Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC regular employees, Contract of Service (COS) and Job Order (JO) personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved MIS 001 Form – IT Job Order			Intranet site	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-up IT Job Order form and submit to PMD-MIS after approval of Division Chief	1. Availability of form and accessibility thru Intranet site	none	10 minutes	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client provides PMD-MIS technical support staff with access to the ICT equipment for checking and provides details of request. (e.g. problem encountered)	<p>2.1 Request is reviewed / validated through checkup and date of delivery is scheduled.</p> <p>2.2 Job order request is then approved and noted.</p>	none	1 day	<p><i>Administrative Assistant III</i> Management Information Services Unit Or <i>Data Controller II</i> Management Information Services Unit</p> <p><i>Division Chief,</i> Planning and Management Division Or <i>Planning Officer IV</i> Planning and Management Division</p>
3. Client provides PMD-MIS technical support staff with access to the IT equipment for checking.	<p>3.1 Approved job request for tech support is rendered.</p> <p>a) If Equipment is repairable by PMD-MIS – item is repaired.</p>	none	5 days	<p><i>Administrative Assistant III</i> Management Information Services Unit Or <i>Data Controller II</i> Management Information Services Unit</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>b) If Equipment is repairable but would require external repair services – IT job recommend action form is filled out.</p> <p>c) If Equipment is not anymore repairable – no further action taken.</p> <p>3.2 Client is notified that request has been completed; external repair services is required; or equipment is unrepairable.</p>			
4. Client conforms to completed request by signing the MIS 001 Form – IT Job Order.	4. Availability and retrieval of the form	none	10 minutes	<i>Administrative Assistant III or Data Controller II</i> Management Information Services Unit
		TOTAL	6 days, 20 minutes	



3. Uploading of Website files and Social Media Modification

Clients can request PMD-MIS to upload information such as articles, pictures, documents, notices to the MIRDC Intranet, MIRDC website (www.mirdc.dost.gov.ph) and MIRDC Social Media Pages (www.facebook.com/dostmirdc and www.twitter.com/dostmirdc).

The request can be done by filling-up the MIS 001 Form – IT Job Order form which can be downloaded on Center's Intranet site <http://10.10.120.5/mirdcintranet>. Requests can be made by MIRDC employees, Contract of Service (CoS) or Job Order (JO) personnel endorsed by the Division Chief and noted by the Deputy Executive Director/Executive Director.

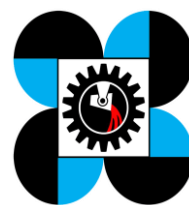
Division:	Planning and Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MIRDC regular employees, Contract of Service (COS) and Job Order (JO) personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved MIS 001 Form – IT Job Order			Intranet site	
2. Files to be uploaded provided to PMD-MIS			Provided by requesting employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-up IT Job Order form and submit to PMD-MIS after approval of Deputy Executive Director/Executive Director	1. Availability of form and accessibility thru Intranet site	none	20 minutes.	<i>Information Systems Analyst III</i> Management Information Services Unit Or <i>Information Systems Analyst I</i> Management Information Services Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.a) Client request for uploading to the MIRDC Intranet must be approved by the Division / Section Chief concerned.</p> <p>Or</p> <p>b) Client request for uploading to the MIRDC website and Social Media Pages are approved by the Deputy Executive Director/Executive Director</p>	<p>2.1 Request is reviewed and date of delivery is scheduled.</p> <p>2.2 Job order request is then approved and noted.</p>	none	1 day	<p><i>Information Systems Analyst I</i> Management Information Services Unit Or <i>Information Systems Analyst III</i> Management Information Services Unit</p> <p><i>Division Chief,</i> Planning and Management Division Or <i>Planning Officer IV</i> Planning and Management Division</p>
3. Client forwards copies of pertinent materials for uploading (e.g. articles, pictures, videos) to PMD-MIS once informed by PMD MIS that request has been approved.	<p>3.1 Approved job request for website and social media modification is rendered.</p> <p>3.2 Materials for uploading coordinated is secured from the client.</p>	none	1 day	<p><i>Information Systems Analyst I</i> Management Information Services Unit Or <i>Information Systems Analyst III</i></p>

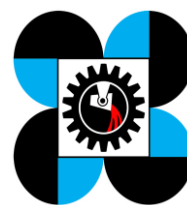


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Client is notified that request has been completed.			Management Information Services Unit
4. Client conforms to completed request by signing the MIS 001 Form – IT Job Order.	4. Availability and retrieval of form	none	5 minutes	<i>Information Systems Analyst I Management Information Services Unit Or Information Systems Analyst III Management Information Services Unit</i>
		TOTAL	2 days, 25 minutes	



PROTOYPING DIVISION

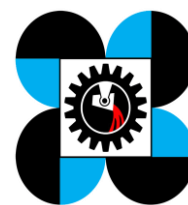
EXTERNAL SERVICES



1. Research And Development Services

Research and development (R & D) services of MIRDC apply research findings to gain new knowledge and create new or improved technologies that are marketable and economically feasible for the metals engineering and allied industries. R & D services includes design and simulation, products development, and equipment prototyping.

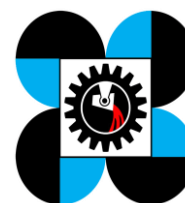
Office or Division:	Prototyping Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent			Client	
May be required after the inquiry				
Project Proposal with workplan and budgetary requirement			Client	
May be required during or after the inquiry				
Concept / Drawing / Design			Client	
Sample Product / Material			Client	
Required after the approval of the proposal				
MOA /MOU			Client	
If representative				
Authorization Letter signed by principal			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PD-DHO	1.1 Attend to customer inquiry and check if the requirement is within MIRDC capability and priority.	None	1 hour	Chief, Prototyping Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2 Request the customer to fill up Assistance Request Form (ARF)</p> <p>1.3 Check the completeness of information.</p> <p>1.4 Request the customer to prepare and submit a R&D Project Proposal using the prescribed format.</p>		<p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	
2. Submit project proposal	<p>2.1 Receive Project Proposal and check completeness of information.</p> <p>2.2 Discuss and clarify project requirements and responsibilities of concerned parties.</p> <p>2.3 Evaluate Project Proposal and submit proposed for review and approval of the R&D Committee.</p> <p>2.4 R&D Review Committee will review the project proposal</p>	None	<p>30 minutes</p> <p>4 hours</p> <p>5 days</p> <p>2 days</p>	Chief, Prototyping Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Once the Proposal is approved, draft and send copy of the Research contract / Memorandum of Agreement (MOA) to Customer and to MIRDC-Legal for comments		5 days	
3. Review and Provide feedback	3.1 Received the comment and make the appropriate amendments, if necessary, to the Research contract /MOA	None	1 hour	Chief, Prototyping Division
4. Sign the Research Contract/Memorandum of Agreement (MOA), if agreeable to the terms, and submit signed copy to researcher	4.1 Received signed copy of the Contract/MOA and endorsed it to the Executive Director for his signature 4.2 Return signed copy of the Contract/MOA to proponent for notarization	None	2 day 1 day	Chief, Prototyping Division
5. Submit copy of the notarized MOA and keep one copy	5.1 Accept document 5.2 Implement Research and Development project based on approved workplan / duration	None	10 minutes Depending on the agreed / required project scope and duration	Chief, Prototyping Division

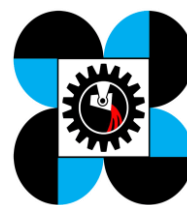


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Accept/ receive R&D Project output/s and documents	6.1 Inform customer on the completion of the project	None	10 minutes	Chief, Prototyping Division
	6.1 Turn-over /release the Research and Development Project Output/s.		1 hour	
	6.2 Prepare and request the customer to sign the Property Entry/Exit Slip, Acknowledgement Receipt of Equipment, Certificate of Project Completion and/or Certificate of Acceptance, as applicable.		1 hour	
	Total		16 days 1 hour 5 minutes (actual implementation excluded)	

SITUATION	ACTION	LOCATION	REMARKS
If the inquiry in Agency Action 1.1 requires more than one engineering / science field	Meeting with experts/ researches may be required	Platinum Conference Room	Will take longer time depending on the assessments / arguments of experts/ researchers



If the R&D Review Committee has concerns / comments that need to be addressed in Agency Action 2.4	<p>Coordinate with the client and inform them on the concerns / comments.</p> <p>Provide necessary actions to address the concerns / comments.</p>	Platinum Conference Room	Will take longer time depending on the next schedule of review of the R&D Review Committee
If the Budget for the Contract Research is more than P2M in Agency Action 2.5	Proposal will be submitted for approval of the Governing Council	Depending on the venue for the Governing Council Meeting	Will take longer time depending on the assessments / arguments of the Governing Council
The duration of project in Agency Action 5.2 is based on approved workplan as agreed by MIRDC and the customer.	<p>Categorize the project in short term and long term basis:</p> <p>Short term: less than 6 months to less than 1 year</p> <p>Long term: 1 year to 2 year</p>	Platinum Conference Room	The project workplan is always a case to case basis.
If the methodology of the research requires certification from Philippine Standards, licenses from LGU / other Government Agencies, validation of results from a specific laboratory, and other related method. Refer to Agency action 5.2	Implement the methodology needed in the research	Various places	<p>Will take longer time as needed in the methodology</p> <p>The Client may be involved in the methodology of the research</p>
If the Client request for formal turn-over which will be publicized	Set Program and activities for the formal turn-over	Platinum Auditorium	Additional 10 days for the program preparation, invitation, advertisement, and program proper.



TECHNOLOGY DIFFUSION DIVISION

External Services

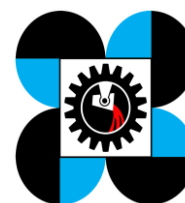


I. Industrial Training Services

A. Industrial Training Services - Packaged Training Programs

Package training program is a revenue generating training activity designed exclusively to an individual and/or group/organization/association to be held in-plant or at MIRDC or other venue mutually agreed upon by both parties.

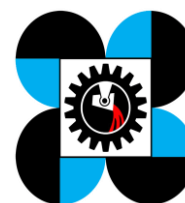
Division:	Technology Diffusion Division - Industrial Training Section (ITS)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
STAGE 1: APPLICATION FOR PACKAGED TRAINING PROGRAMS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Training Inquiry Form (TIF)			ITS Office	
Letter of Request (LER)			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supply information required on the Training Inquiry Form (TIF) or submit Letter of Request (LER)	1.1 Assess the client's training need. 1.2 If within MIRDC capability, conduct training requirement analysis (TRA) using TRA Form (ITS 023). If not, inform the client or refer to other appropriate institutions. 1.3 Prepare training cost estimate	None	15 minutes 3 days	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit



	using training cost estimate form (ITS 020).			
	1.4 Prepare PR of External Resource Speaker and submit to MIRDC purchasing (if needed)	None	1 day	<i>Training Specialist I, Program Design and Promotion (PDP) Unit</i> or <i>Training Specialist II, Program Design and Promotion (PDP) Unit</i> or <i>Training Specialist III, Program Design and Promotion (PDP) Unit</i>
	1.5 Prepare Quotation, after the conduct of the TRA and send approved Quotation to client.	As per approved Training Fees in the Quotation	3 days	
2. Submit acceptance letter through fax or email or submit it personally	2.1 Received acceptance letter	None	2 minutes	
		Subtotal	7 days & 17 minutes	



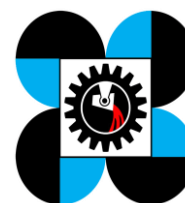
STAGE 2: PREPARATION AND IMPLEMENTATION OF PACKAGED TRAINING PROGRAM				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Acceptance or Purchase Order			Requesting party	
2. Statement of Account			ITS Office thru FAD-AGSS (Cashiering Unit)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit acceptance letter (through fax, email or submit personally)	1.1 Received acceptance letter	None	5 minutes	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit
	1.2 Prepare travel documents (if needed)		30 minutes	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit
	1.2 Prepare PR for food, if needed.		1 day	or <i>Training Specialist II</i> , Program Implementation and Evaluation (PIE) Unit
	1.3 Notify concerned Resource Person/s		10 minutes	or <i>Training Specialist III</i> Program Implementation and Evaluation (PIE) Unit
	1.4 Prepare training materials and documents (e.g. billing, etc.)		3 days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay training/seminar fee	2.1 Issue Order of Payment 2.2 Accept payment and provide OR	Refer to the quotation	15 minutes	MIRDC Cashier
3. Attend training	3.1 Administer training registration and examination; conduct orientation and oversee the overall activities of training implementation .		Depends on the program	<i>Training Specialist I, Program Implementation and Evaluation (PIE) Unit or Training Specialist II, Program Implementation and Evaluation (PIE) Unit or Training Specialist III Program Implementation and Evaluation (PIE) Unit</i>
		Subtotal	4 days, 1 hour (program duration excluded)	



STAGE 3: Post training documentation and release of Training Certificate				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Training Registration			ITS Office	
Result of Post-training Examination			ITS Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit training evaluation and required post-examination	1.1 Check completeness of training evaluation and check post-examination	None	1 hour 30 minutes	Training Specialist I, Program Implementation and Evaluation (PIE) Unit or Training Specialist II, Program Implementation and Evaluation (PIE) Unit or Training Specialist III Program Implementation and Evaluation (PIE) Unit
	1.2 Prepare training certificates		4 days	
2. Claim / receive certificate	2.1 Issue certificates preferred for picked-up.		10 minutes	
	2.2 Prepare PR and forward to AGSS-Procurement, for certificate to be sent thru courier.		2 days	
		Subtotal	6 days, 1 hour & 40 minutes	
		Total	17 days, 2 hours and 42 minutes	



B. Industrial Training Services - Regional Training Programs

Regional training program is a non-revenue generating training activity conducted to different government institutions, associations, academe and/or group through a resource-sharing scheme.

Division:	Technology Diffusion Division-Industrial Training Section (ITS)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	Metals and other Allied Industries, Academe, General Public			
STAGE 1: APPLICATION FOR REGIONAL TRAINING PROGRAMS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Training Inquiry Form (TIF)			ITS Office	
Letter of Request (LER)			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supply information required on the Training Inquiry Form (TIF) or submit Letter of Request (LER)	1.1 Assess the client's training need. 1.2 If within MIRDC capability, conduct training requirement analysis (TRA) using TRA Form (ITS 023). If not, inform the client or refer to other appropriate institutions.	None	15 minutes 2 days	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Prepare training program proposal (includes Curriculum Design, Terms and Conditions and covering letter).		3 days	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit
	1.4 Prepare travel documents.		30 minutes	<i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit
		Subtotal	5 days 45 minutes	

STAGE 2: PREPARATION AND IMPLEMENTATION OF REGIONAL TRAINING PROGRAM				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Signed Terms and Conditions			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit signed Terms and Conditions (through fax, email or submit personally)	1.1 Received Signed Terms and Conditions.	None	10 minutes	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit

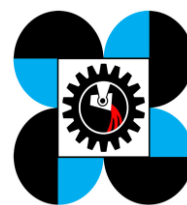


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Notify concerned Resource Person/s		10 minutes	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist II</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist III</i> Program Implementation and Evaluation (PIE) Unit and Evaluation (PIE)
	1.3 Prepare training materials and documents.		3 days	
2. Attend training	2. Administer training registration and examination; conduct orientation and oversee the overall activities of training implementation.		Depends on the program	
		Subtotal	3 days, 10 minutes (excluding program implementation)	

STAGE 3: Post training documentation and release of Training Certificate				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit training evaluation and required post-examination	1.1 Check completeness of training evaluation and check post-examination 1.2 Prepare training certificates	None	1 hour 30 minutes 4 days	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist II</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist III</i> Program Implementation and Evaluation (PIE) Unit and Evaluation (PIE)
2. Claim / receive certificate	2.1 Issue certificates		10 minutes	



	preferred for picked-up. 2.2 Prepare PR and forward to AGSS-Procurement, for certificate to be sent thru courier.		2 days	<i>Training Specialist III Program Implementation and Evaluation (PIE) Unit and Evaluation (PIE)</i>
		Subtotal	6 days, 1 hour & 40 minutes	
		Total	14 days, 2 hours and 35 minutes	



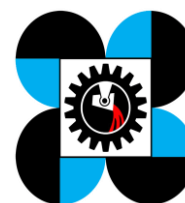
C. Industrial Training Services - Regular Training Programs

Regular training program is a revenue generating activity being offered regularly to the public at specific scheduled dates and is conducted at MIRDC.

Division:	Technology Diffusion Division-Industrial Training Section (ITS)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
STAGE 1: APPLICATION FOR REGULAR TRAINING PROGRAMS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled-up Reservation Form accomplished by the Client			MIRDC website, ITS Official email, Fax, Training Office	
2. Curriculum Design provided to the client			ITS Official email, Fax, Training Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out Seminar Reservation Form (RF) to Industrial Training Section	1.1 Check Reservation Form (RF) used if updated and review the entries 1.2 Log in the Reservation Form (RF) Monitoring Sheet and indicate the number; write the details in the appropriate Regular Program Status of Reservations (ITS 054)	None	10 minutes	<i>Training Specialist I</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i> , Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i> , Program Design and Promotion (PDP) Unit
2. Confirm reservation	2.1 Inform clients on the status of their		15 minutes	<i>Training Specialist I</i> , Program Design



	<p>reservation (confirmed or waitlisted) through phone or email</p> <p>a. Ask for replacement if the reserved participant is unable to attend; If no replacement, cancel the reservation. (If cancellation of reservation is made less than 3 days before the scheduled seminar, a letter of cancellation is required);</p> <p>b. Call-up Waitlisted Clients on the available slot and inform if they could attend the scheduled seminar</p>			<p>and Promotion (PDP) Unit or <i>Training Specialist II</i>, Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i>, Program Design and Promotion (PDP) Unit</p>
3. Request for Statement of Account (SOA)	3.1 Forward the accomplished Billing Request Form (ITS 022) together with their Reservation Form (ITS 021) to FAD-AGSS	As per approved MIRDC Training Fees	10 minutes	<p><i>Training Specialist I</i>, Program Design and Promotion (PDP) Unit or <i>Training Specialist II</i>, Program Design and Promotion (PDP) Unit or <i>Training Specialist III</i>, Program Design and</p>



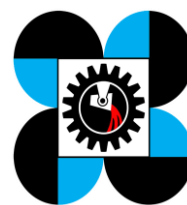
	(Cashiering Office) 3.2 Send approved SOA through email or fax (Original SOA will be given to the participants upon attendance to training)			Promotion (PDP) Unit
		Subtotal	35 minutes	

STAGE 2: PREPARATION AND IMPLEMENTATION OF REGULAR TRAINING PROGRAM				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Statement of Account (SOA)			ITS Office / FAD-AGSS (Cashiering Unit)	
Payment (Company Check/Cash)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present SOA as proof of Billing and pay training fee	1.1 Issue Order of Payment 1.2 Issue official Receipt	Refer to SOA/Depends on Regular Training Fee	15 minutes	MIRDC Cashier
2. Attend training	2.1 Prepare PR for food. 2.2 Notify concerned Resource Person/s 2.3 Prepare training materials and documents.		3 days	<i>Training Specialist I, Program Implementation and Evaluation (PIE) Unit or Training Specialist II, Program Implementation and Evaluation (PIE) Unit or</i>
	2.4 Administer training registration and examination; conduct orientation and		Depends on the program	<i>Training Specialist III Program Implementation</i>



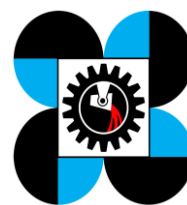
	oversee the overall activities of training implementation .			and Evaluation (PIE) Unit and Evaluation (PIE)
		Subtotal	3 days & 15 minutes	

STAGE 3: Post training documentation and release of Training Certificate				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit training evaluation and required post-examination	1.1 Check completeness of training evaluation and check post-examination 1.2 Prepare training certificates	None	1 hour 30 minutes 4 days	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist II</i> , Program Implementation and Evaluation (PIE) Unit
2. Claim / receive certificate	2.1 Issue certificates preferred for picked-up. 2.2 Prepare PR and forward to AGSS-Procurement, for certificate to be sent thru courier.		10 minutes 2 days	or <i>Training Specialist III</i> Program Implementation and Evaluation (PIE) Unit and Evaluation (PIE)
		Subtotal	6 days, 1 hour & 40 minutes	
		Total	9 days, 2 hours & 30 minutes	

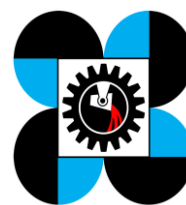


MIRDC REGULAR SEMINAR/TRAINING FEES

ANALYSIS AND TESTING	
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
Dimensional Metrology 1- Basic Measurement (24 hours) Discusses the history and basic concept of measurement and focuses on its uncertainty. It aims to provide the necessary knowledge and skills in proper handling and maintenance of different measuring instruments	PhP 5,800.00
Dimensional Metrology 2- Basic Length Calibration (Prerequisite: DM1-Basic Measurement) (24 hours) Explains the calibration and traceability concepts, general requirements for calibration and actual application using different instruments.	PhP 5,800.00
Dimensional Metrology 3- Limits & Fits & Inspection of Geometrical Tolerances (Prerequisite: DM1-Basic Measurement) (14 hours) Covers the general concept of ISO Limits and Fits, Geometric Tolerances and CMM application on Geometric Tolerance Inspection.	PhP 4,000.00
Uncertainty of Measurement- Length Calibration Application (Prerequisite: DM2- Basic Length Calibration) (16 hours) Aims to understand and compute for the uncertainty of measurement in length calibration based on NATA Assessment of Uncertainties of Measurement (with reference to ISO-GUM)	PhP 4,000.00
Industrial Calibration (12 hours) Covers calibration principles and procedures on pressure, temperature, and mass.	PhP 4,000.00



Verification of Common Laboratory Instruments (12 hours) Discusses verification vs. calibration, immediate checking process, verification of common laboratory instruments and analysis of verification data using control charts	PhP 5,000.00
Metals Identification & Selection (16 hours) Discusses the different properties of metals, classification and uses of ferrous and non-ferrous metals, and pointers on metal selection.	PhP 4,000.00
Nondestructive Testing (40 hours) Covers liquid penetrant testing, magnetic particle inspection, radiography and ultrasonic testing methods.	PhP 8,400.00
Introduction to Advanced Ultrasonic Testing (Phased-Array Ultrasonic Testing-PAUT) (18 hours) Discusses the difference between conventional and advanced ultrasonic testing (PAUT), principle of PAUT, different basic techniques used in PAUT and perform basic calibration PAUT.	PhP 7,000.00
ENGINEERING, PRODUCTION AND PLANNING	
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
Establishment of Preventive Maintenance System (20 hours) Focuses on the steps in setting up preventive maintenance program and Computerized Maintenance Management System (CMMS).	PhP 4,500.00
Product Costing (16 hours) Discusses the basic cost concepts, ways of cost classification and types of product costing system. It also includes the preparation of standard cost for specific products.	PhP 4,000.00
Production Planning & Control (18 hours)	PhP 4,500.00



Discusses the role of PPC in an industrial firm, its principles, importance and various functions.	
Cost Estimation for Machining Jobs (18 hours) Discusses the basic preparation of Cost Estimation of a simple machine products and determine the elements of costs and standard rates.	PhP 4,200.00
HIGH MACHINING TECHNOLOGY	
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
Application of CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) (40 hours) Covers design using CAM software, import drawings to CAM from AutoCAD software, create surfaces and tool path, interface edited tool path using MAZAK Vertical Machining Center and Mastercam V.8.1	PhP 9,600.00
CNC Milling Programming & Operation (38 hours) Provides knowledge in operation and programming of CNC milling machines, coding and encoding of programs using G-codes, M-codes	PhP 10,200.00
Plastic Injection Molding Machine Programming & Operation (40 hours) Aims to provide skills and knowledge in machining using the SUMITOMO Plastic Injection Molding Machine.	PhP 8,900.00
CNC EDM Sinking Programming & Operation (40 hours) Provides knowledge in creating CNC-Wire Cutting EDM program and discusses the different types of wires and materials use in CNC-EDM Wire Cutting machine.	PhP 9,600.00
CNC EDM Wire Cutting, Programming & Operation (40 hours) Provides knowledge in EDM Sinking process and discusses the functions of Die Electric Fluid and EDM Sinker Electrode.	PhP 9,600.00

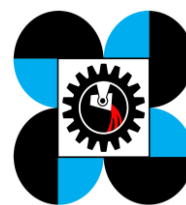


MANAGEMENT AND PRODUCTIVITY IMPROVEMENT PROGRAM

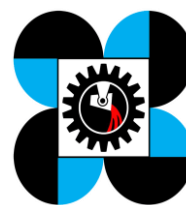
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
Value Analysis/ Value Engineering I (38 hours) Deals with the improvement of cost consciousness throughout the organization through an application of a systematic and team approach of an effective cost reduction in both product and service.	PhP 8,000.00
Project Management (30 hours) Discusses the project management framework, steps to project management process, application of computer software in project management.	PhP 7,000.00

METALWORKING TECHNOLOGY

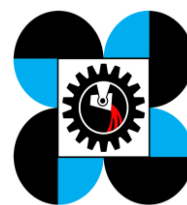
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
Electroplating Processes (18 hours) Focuses on the principles and process of electroplating, decorative chromium, hard chromium, gold/silver and zinc plating.	PhP 5,200.00
Heat Treatment of Steels (30 hours) Covers the different heat treatment processes of steel, i.e. annealing, normalizing, spheroidizing, tempering, stress relieving, direct hardening, carburizing, carbonitriding, tufftriding and flame hardening.	PhP 7,400.00
Metal Fabrication (30 hours) Covers the fabrication processes applied to fabricate metal products, and the typical fabrication materials used.	PhP 8,200.00
Shielded Metal Arc Welding (SMAW) (24 hours)	PhP 9,000.00



Covers welding of metals in different positions and welding joints, common problems, causes and remedies in SMAW operation, knowledge of properties of metals & use of personal protective equipment as a standard working procedure.	
TIG Welding on Carbon Steel Plates-Module I (30 hours) Provides knowledge and skills in TIG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.	PhP 13,800.00
GMAW/MIG-MAG Welding on Carbon Steel Plates – Module I (30 hours) Provides knowledge and skills in MIG/MAG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.	PhP 12,100.00
QUALITY MANAGEMENT SYSTEM	
<u>Title of Program /Duration/Course Description</u>	
Customer Satisfaction Measurement (16 hours) Focuses on the fundamental concept of customer satisfaction measurement through statistical analysis and interpretation of survey data.	PhP 4,000.00
Internal Quality Audit (24 hours) Aims to realize the importance of internal quality audit as a tool in identifying improvement opportunities in the QMS; interpret requirements of ISO 9001 in the context of audit; describe the roles and responsibilities of internal auditors; plan and conduct an audit in accordance with ISO 19011:2012 Standard.	PhP 6,300.00
Awareness Seminar on ISO 9001:2015 (8 hours) Discusses the eight (8) Management Principles and the highlights of the ISO 9001:2015 standard.	PhP 2,500.00
Root Cause Analysis (16 hours) Discusses the application of various Root Cause Analysis techniques for continual improvement.	PhP 5,000.00



Awareness on Risk Management (Based on ISO 31000:2009) (8 hours) Discusses the Risk Management Principles, Risk Management Framework and Process, Risk Assessment and Risk Treatment Techniques.	PhP 2,500.00
Effective Skills for Audit Reporting (8 hours) Discusses the Risk Management Principles, Risk Management Framework and Process, Risk Assessment and Risk Treatment Techniques.	PhP 2,500.00
Developing and Implementing a Laboratory Quality Management System Based on ISO/IEC 17025 (24 hours) Covers understanding the clauses of ISO/IEC 17025, preparation of the required documentation, practical guidance to documentation, implementation and accreditation.	PhP 6,000.00
<i>(Prices may increase without prior notice)</i>	



II. Technology Advisory and Business Development Services

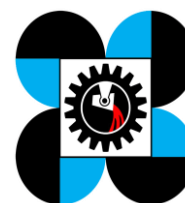
A. Technology Advisory and Business Development Services - Consultancy Services

Consultancy is requested by an individual, company or associations designed to suit their specific requirements. Free Consultancy Services are one (1) day or less engagement. Package Consultancy Service is rendered with a specified duration and under a cost-sharing arrangement or fully paid, specified in the consultancy contract.

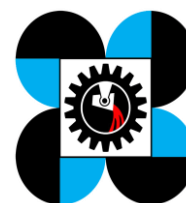
Division:	Technology Diffusion Division – Technology Advisory and Business Development Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
STAGE 1: REQUEST FOR CONSULTANCY SERVICE				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire or request for technical assistance/ consultancy services through letter, phone, fax, email or personally	1. Evaluate client's inquiry/request and/or accomplish Technical Assistance Request Report (TARRF) Form,	None	10 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Provide information based on required intervention	<p>2.1 Provide on-the-spot expert advice for short-term consultancy.</p> <p>2.2 Recommend to client if further on-site consultancy visit is required and/or provide correspondence (i.e. letter)</p> <p>2.3 Prepare TARRF</p>	None	2 hour	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
3. Fill-up Customer Satisfaction Survey (CSS) Form	3. File CSS	None	5 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
		TOTAL	2 hours, 15 minutes	



STAGE 2: COORDINATION OF ON-SITE CONSULTANCY VISIT				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Proposal/Consultancy Contract			TABDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Agrees to on-site consultancy visit through phone, email or text/ <u>SMS</u> .	1.1 Provide tentative schedule of visit.	None	10 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.2 Check availability of consultant and/or technical staff	None	15 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.3 Prepare proposal, including costing if the consultant and/or technical expert is non-TABDS personnel.	None	4 hours	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	4. Send proposal to client.	None	15 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
		TOTAL	4 hours, 40 minutes	



STAGE 3: PREPARATION FOR AND CONDUCT OF ON-SITE CONSULTANCY VISIT				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Signed Consultancy Contract			TABDS	
2. Billing			TABDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 . Confirms the conduct of On-site Consultancy by sending back signed proposal.	1.1 Finalize schedule of visit with client.	None	10 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.2 Organize Consultant and/or technical staff. 1.3 Request and approval of Authority to Travel, if required. Prepare Job Order	None	2 hours	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.4 Consultant and/or technical staff travel to site on scheduled date	None	1 day	Consultant and/or Technical Staff



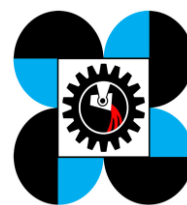
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Implement on-site consultancy activities.	2.1 Provide on-the-spot expert advice. Visit can be in conjunction with a conduct of seminar/ training program. (*Duration may depend on the agreed proposal)	Refer to Standard Rates on Consultancy and Other Fees or computed based on applicable circulars	3 days* 1 day	<i>Consultant and/or Technical Staff</i>
	2.2 Consultant and/or technical staff reports back to office after on-site visit on schedule date 2.3 Prepare Consultancy Report 2.4 Request for billing based on agreement	None	3 days	<i>FAD staff</i>
3. Sends check payment	3. Receive and process payment	None	15 minutes	<i>Cashier</i>
4. Receive and verify recommended course of action per consultancy report or verbal recommendation.	4. Send consultancy report, if required, through fax, email or courier	None	15 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
		TOTAL	8 days, 2 hours and 40 minutes	



STANDARD RATES ON CONSULTANCY AND OTHER FEES

Rev. 3 / Effectivity Date: 06 November 2019

<u>Establishment of Quality Management System Conforming to ISO 9001</u>			
Activity	No. of Hours	Honoraria of External / Consultant	Consultancy Fee
Consultancy			
Assessment (Initial) on 5S Implementation	8 to 16	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Gap Analysis on Existing QMS	4 to 16	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Evaluation of New/Updated QMS Documents	8 to 24	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Implementation Audit and Monitoring	8 to 32	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Corrective Action Planning on NC after Implementation Audit	8 to 16	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Correction Action Planning on NC found during Certification Audit	4 to 8	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
Assessment and Planning prior to Surveillance Audit	8 to 24	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
<i>Competency Development of Internal Auditors</i>	<i>8 to 18</i>	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
<i>Actions to Address Risks and Opportunities through Risk Management Process</i>	<i>8 to 16</i>	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
<u>Technologies and Process Improvements and related Concerns</u>			
Activity	No. of Hours	Honoraria of External / Consultant	Consultancy Fee
Consultancy			
<i>Advisory on Metalworking, Metalcasting, Heat Treatment and Electroplating Technologies and Process Improvements and related Concerns</i>	<i>4 (minimum)</i>	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour
<i>Calibration Measurement Audit Report</i>	<i>n/a</i>	<i>n/a</i>	<i>Php 1,000.00 / report/ artefact</i>
Others			
Local Transportation Allowance (PUV, Venue to MIRD, v.v.)	n/a	Php 800.00 / visit	



B. Technology Advisory and Business Development Services - Conduct Of Measurement Audit

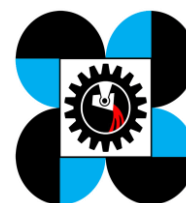
Measurement Audit is the comparing of laboratory results to values established by a reference laboratory. It takes into account the measurement uncertainties assigned to the reference value and those reported by the participating laboratory. Performance is evaluated by the internationally accepted method of calculating E_n ratios and is reported in the Measurement Audit Report.

Division:	Technology Diffusion Division – Technology Advisory and Business Development Section			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
STAGE 1: JOB ENTRY				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement/Request Letter			Philippine Accreditation Bureau; sent in advance to MIRDC	
2. Job Order Form			TABDS	
3. Calibration Certificate			Requesting company	
4. Calibration Certificate of Reference Lab			MIRDC Laboratory	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Job Order Form and submit client calibration certificate, if available.	1.1 Check availability of PAB endorsement /request letter in Calibration Lab and TSR Form generated by ATD for the artefact 1.2 Print-out Job Order Form	None	10 minutes (may take additional depending on the quantity of the measurement audit reports requested)	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Cashier. Present JO form and pay the corresponding Fees. The client has the option to pay the fees on a separate date but should be prior to the completion of the Measurement Audit Report.	2.1 Issue Order of Payment 2.2 Process payment and issue an official receipt	P1,000 /artefact (refer to Standard Rates of Consultancy Fees)	10 minutes	Cashier Personnel
		TOTAL	20 minutes	

STAGE 2: PREPARATION AND RELEASE OF MEASUREMENT AUDIT REPORT				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Calibration Certificate			Requesting company	
2. Calibration Certificate of Reference Lab			MIRDC Laboratory	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Claim Calibration Certificate from ATD. Refer to procedure on Analysis and Testing Services. Note: Release of certificate is dependent on the agreed date between the client and	Refer to ATD Services Fees	15 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>



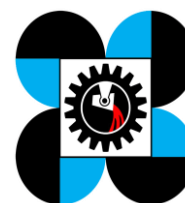
	the calibration lab which is reflected in the TSR.			
	1.2 Typing/ Encode, checking and signing of Measurement Audit Report.		2 days	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
	1.3 Release to CRO the original copies of the Measurement Audit Report for conveyance to PAB.		10 minutes	<i>Messenger</i>
		TOTAL	2 days, 25 minutes	



C. Technology Advisory and Business Development Services - Technology Licensing

Technology Licensing pertains to activities involving transfer of knowledge for the manufacture, application or rendering of service of MIRDC-developed technologies and processes which involve the transfer, assignment or licensing of MIRDC intellectual property rights.

Division:	Technology Diffusion Division – Technology Advisory and Business Development Section			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
STAGE 1: REQUEST FOR TRANSFER OF TECHNOLOGY				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent			TABDS or Requesting Party	
2. DTI or SEC Registration			Concerned government office	
3. Audited Financial Statement (last 3 years)			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to TABDS Office	1. Evaluate technology requirement and give information of MIRDC-developed technologies. Provide technology demo, if requested.	None	2 hours	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
2. Fill-up pro-forma Letter of Intent	2. Receive for processing Letter of Intent or Request client to submit Letter of Intent on a later date, if undecided.	None	5 minutes	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit supporting documents (i.e. DTI/SEC registration, Financial Reports)	3. If available, request client to submit supporting documents as proof of business identity and capacity to support licensing requirements.	None	5 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
4. Sign the Nondisclosure agreement	4. Prepare Nondisclosure Agreement (NDA)	None	20 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
		TOTAL	2 hours, 30 minutes	

Activities are based on Republic Act No. 10055 (Technology Transfer Law), its IRR and related policies.



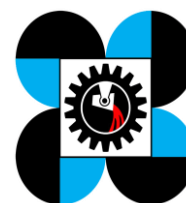
STAGE 2: NEGOTIATION FOR TERMS OF LICENSING AND CONFIRMATION OF LICENSING AGREEMENT				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Term Sheet/Licensing Agreement			TABDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concur licensing terms by signing the term sheet or licensing agreement	1. Negotiate terms for licensing	None	2 days Note: May require several negotiation meetings with client.	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.2 Prepare endorsement letter of transaction with supporting documents to FOB secretariat	None	2 hours	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	1.3 Submit to Fairness Opinion Board Secretariat	None	30 minutes Note: 40 days Processing of Fairness Opinion Report & Written Recommendation per RA 10055 IRR	FOB Secretariat
		TOTAL	2 days, 2 hours, 30 minutes (excluding FOR processing)	



STAGE 3: CONFIRMATION OF LICENSING AGREEMENT				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fairness Opinion Report			TABDS	
2. Written Recommendation			TABDS	
3. Licensing Agreement			TABDS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Final confirmation to the licensing agreement	1.1 Inform client upon receipt of Fairness Opinion Report (FOR) and Written Recommendation	None	15 minutes	Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS
	1.2 Send to client copy of the final licensing agreement (only if client concurred to the licensing terms in the term sheet; omit this step if the client has signed a licensing agreement)	None	15 minutes	
	1.3 Notarize Licensing Agreement	None	2 days	Messenger
	1.4 Send Client's copy of Licensing Agreement	None	2 days	Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay licensing fee based on the licensing agreement	2. Issue Order of Payment 2. Accept and Process payment	Per agreement	30 minutes	<i>Cashier</i>
3. Implement terms of licensing	3. Implement terms of licensing		Per agreement	<i>Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS</i>
		TOTAL	4 days, 1 hours	

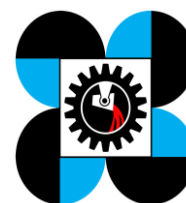


III. Technology Information and Promotion Services

A. Technology Information and Promotion Services - Simple Information Dissemination Services

Simple Information Dissemination Services refers to providing relevant information that does not require to be synthesized or culled from big data, such as the Center's technical services, developed technologies, standard procedures, metal working and other processes, general data on trade commodities of metals and related products, among others.

Division:	Technology Diffusion Division- Technology Information and Promotion Section (TIPS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	All			
STAGE 1: ASSESSMENT OF REQUEST AND PROVISION OF REQUESTED INFORMATION				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Photocopying Service Request Form			TIPS	
2. Official Receipt			Cashier	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the material to be photocopied to the office of the Technology Information and Promotion Section (TIPS).	1.1. Fill-out the Photocopying Service Request Form (TIPS 003) using the details supplied by the client, indicate the number of pages to be photocopied and the corresponding fee.	None	5 minutes	Administrative Assistant III, TIPS
2. Proceed to the Cashier. Present the filled-out Photocopying	2.1. Process payment and issue an official receipt (OR)	P1.50/ page	10 minutes	Cashier Personnel

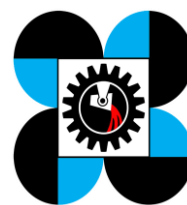


Service Request Form and pay the corresponding fee.				
3. Return to the TIPS office. Submit to the TIPS staff both the Photocopying Service Request Form and the OR.	3.1. Record details of the OR in the Photocopying Service Request Form 3.2. Reproduce the requested data/information. Check completeness of pages including the data/ reading materials	None None	5 minutes 15 minutes	<i>Administrative Assistant III, TIPS</i>
Total		P1.50/ page	32 minutes	

B. Technology Information and Promotion Services - Synthesized Information Dissemination Services

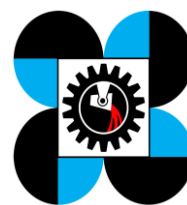


STAGE 2: PHOTOCOPY OF INFORMATION MATERIALS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Photocopying Service Request Form			TIPS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to TIPS office	1.1. Present the requested data/information. 1.2. Prepare Photocopying Service Request Form indicating number of pages to be photocopied and corresponding fee.	None	5 minutes	<i>Administrative Officer I, TIPS or Administrative Officer II, TIPS or Administrative Assistant III, TIPS</i>
2. Proceed to Cashier. Present Photocopying Service Request Form and pay the corresponding Fees.	2.Process payment and issue an official receipt (OR).	P1.50/ page	10 minutes	Cashier Personnel
3. Return to TIPS office. Submit to the TIPS staff both the Photocopying Service Request Form and the OR.	3.1 Record OR details in the Photocopying Service Request Form 3.2 Reproduce the requested data /information. Check completeness of pages including the data/reading materials	None	30 minutes	<i>Administrative Assistant III, TIPS</i>
Total			3 days, 75 minutes (3 days, 1 hour and 15 minutes)	



TECHNOLOGY DIFFUSION DIVISION

Internal Services



I. Assistance to Staff Development Unit (SDU) of MIRDC

The Assistance to Staff Development Unit (SDU) of MIRDC is an internal service where MIRDC employees can also avail the regular training/seminar program provided by ITS for strengthening the competency of MIRDC personnel.

Division:	Technology Diffusion Division-Industrial Training Section (ITS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	MIRDC Personnel			
STAGE 1: Accepting of Internal (MIRDC personnel) to Regular Training Program				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Authority to Attend			Staff Development Unit, Administrative and General Services Section, FAD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Memorandum of Authority to Attend	1.1 Include in the list of attendees.	None	5 minutes	Training Specialist I, Design and Promotion (PDP) Unit or Training Specialist II, Design and Promotion (PDP) Unit Or Training Specialist III-Program Design and Promotion (PDP) Unit
		Subtotal	5 minutes	

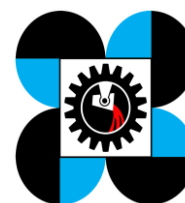


STAGE 2: PREPARATION AND IMPLEMENTATION OF REGULAR TRAINING PROGRAM				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend training	1.1 Notify concerned Resource Person/s 1.2 Prepare training materials and documents.		3 days	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist II</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist III</i> , Program Implementation and Evaluation (PIE) Unit
	1.3 Administer training registration and examination; conduct orientation and oversee the overall activities of training implementation.		Depends on the program	
		Subtotal	3 days (excluding program implementation)	

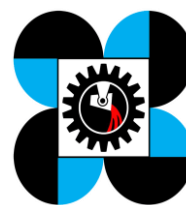
STAGE 3: Post training documentation and release of Training Certificate				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Training evaluation			ITS Office	
Result of Post-training Examination			ITS Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit training evaluation and required post-examination	1.1 Check completeness of training evaluation and check post-examination	None	1 hour 30 minutes	<i>Training Specialist I</i> , Program Implementation and Evaluation (PIE) Unit or <i>Training Specialist II</i> , Program



	1.2 Prepare training certificates		4 days	Implementation and Evaluation (PIE) Unit or <i>Training Specialist III</i> Program Implementation and Evaluation (PIE) Unit
2. Claim / receive certificate	2.1 Issue certificates.	None	10 minutes	
			4 days, 1 hour & 30 minutes	
		TOTAL	7 days, 1 hour & 35 minutes (excluding program implementation)	

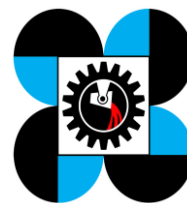


FEEDBACK AND COMPLAINTS MECHANISMS	
How to Send a Feedback?	<ul style="list-style-type: none"> Accomplish our Customer Satisfaction Survey (CSS) Form provided by our front-liners and return the accomplished form to said front-liner Send your feedback through electronic message accessible at MIRDC website or email it at http://www.mirdc.dost.gov.ph, or Personally talk to the Executive Director of the Center
How are Feedbacks Processed?	<ul style="list-style-type: none"> Our front-liners collect, check for completeness, compile and record all CSS Forms Customer Satisfaction Rating below 3 are reported to the immediate supervisor concerned for appropriate action; the recommended action are recorded by the respective Division Chiefs. All survey responses are consolidated and monitored, evaluated and analyze by the Planning and Management Division in order to identify opportunities for improvement.
How to File a Complaint? (For Goods-Related Complaints)	<ul style="list-style-type: none"> Accomplish our Customer Feedback Form and send it to the Division/Section Chief concerned Provide details as much as possible Return the product/s, if advised.
How are complaints Processed?	<ul style="list-style-type: none"> A control number will be assigned on the CSF Form Your complaint will be reviewed by the Division/Section Chief concerned and you will be contacted to get more details, if necessary You will be advised to return product/s, whenever applicable Goods will be tested/inspected, if applicable, and you will be informed of the findings/ recommendation Product will be rework/replace, whenever necessary
How to File a Complaint (For Service-Related Complaints)	<ul style="list-style-type: none"> Accomplish our CSF Form which will be forwarded to the concerned Division Third party may file on behalf of the complainant provided the complainant is identified on the CSF form.
How are Complaints Processed?	<ul style="list-style-type: none"> Customer's complaint will be acted upon within 15 working days from date of receipt



	<ul style="list-style-type: none"> • Concerned Division Chief will discuss customer's complaint with concerned unit and approves the action to be taken • Concerned unit will take the appropriate correction/corrective action • Feedback will be relayed to the complainant
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Contact Information:	
Anti-Red Tape Authority (ARTA)	ARTA: complaints@arta.gov.ph 1-ARTA (2782)
Presidential Complaints Center (PCC)	PCC: pcc@malacanang.gov.ph 888 (02) 8736-8621
Contact Center ng Bayan CCB (CCB)	CCB: e-mail@contactcenterngbayan.gov.ph 1-6565 (hotline) 0908-881-6565 (SMS)
Legal and Public Assistance office (LPAO)	LPAO: (02) 8929-9436; (02) 84262075; (02) 84262801; (02) 84262450; (02) 84262987; (02) 84262683



OFFICE

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