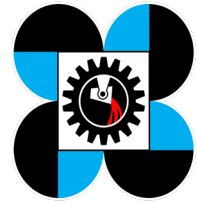


# **Metals Industry Research and Development Center**

## **CITIZEN'S CHARTER** **2021 (4<sup>th</sup> Edition)**

July 2022



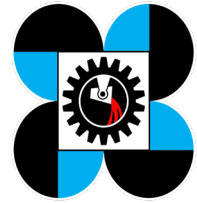
## **METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**

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.

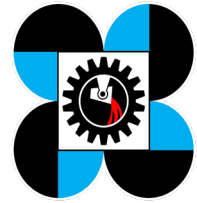


## **VISION**

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**:

### **B**UILDING A REPUTABLE ORGANIZATION

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

### **E**XCELLENCE IN ALL WE DO

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

We commit to continually improve organizational effectiveness thorough 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.

### **S**ERVICE BEFORE SELF

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

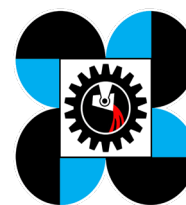
We commit to serve customers professionally, responsibly and competently and abide by the Center's rules and regulations and the code of conduct and ethical standards for public officials and employees being a productive and law abiding citizen and public servant.

### **T**RUST AND RESPECT FOR EVERYONE

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

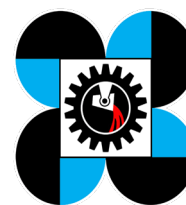
We commit to serve customers of any group, sector, status, gender, culture, or religion with utmost courtesy, vigor and enthusiasm.

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



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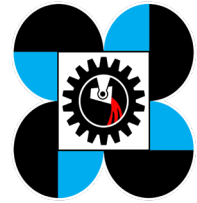


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# **ANALYSIS AND TESTING DIVISION**

## **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

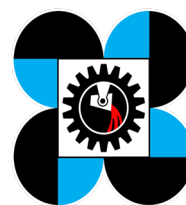




<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>				
1.1 Samples for testing 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	
1.5 For students: one (1) Letter of Request for Discount and School ID			School/University where the student is enrolled	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Auto-parts Testing 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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 two (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</i>



				<i>Laboratory Technician I</i> Physical Laboratories Section
<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	<p><i>Supervising Science Research Specialist,</i> Physical Laboratories Section or <i>Science Research Specialist II,</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section</p>
<p>3. Proceed to Cashier for payment and present the TSR.</p>	<p>3.1 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>



4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	<p>4.1 Accept and process payment based on the Order of Payment</p> <p>4.2 Issue the Official Receipt</p> <p>4.3 Stamp TSR with "PAID" and return to customer</p> <p>4.4 Sign MIRDC Visitor's Pass</p>	<p>P300/ sample/hour</p> <p>For witnessing: P250/ TSR/Day</p>	10 minutes	<p><i>Administrative Officer V</i> Administrative and General Services Section or <i>Administrative Officer II</i> Administrative and General Services Section</p>
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5. Set-up Fixtures of the samples	None	4 hours	<p><i>Science Research Specialist II,</i> Physical Laboratories Section and <i>Laboratory Technician I,</i> Physical Laboratories Section</p>
6. Witness the conduct of the actual testing <b>(optional)</b> on the schedule set by the laboratory.	6. Conduct of Test	None	<p>1 day &amp; 2 hours</p> <p><i>Note:</i> number of hours of exposure for 10,000 cycles for 1 Hz.</p>	<p><i>Science Research Specialist II,</i> Physical Laboratories Section and <i>Laboratory Technician I,</i> Physical Laboratories Section</p>



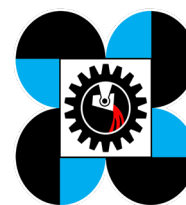
7. None	7.1 Evaluation of Measurement Results		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8. Evaluate TSR and 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</i>
	8.1. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	Authorized Contract of Service Personnel, ATD- Division Head Office
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11. 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	
		<b>Total</b>	<b>3 days, 2 hours, 50 minutes</b>	



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

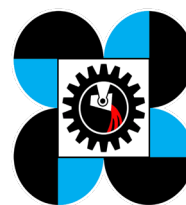
The Component part/s of a car vehicle either a whole system or part of a system that are vital for safety and reliability of the road vehicle unit.

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>1. Submission of sample/s for testing</b>				
1.1 Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative			Company requesting the test	
1.2 Endorsement Letter (Original Copy) For clients under the <i>Modern PUV Program</i> of the DOTr			Department of Transportation (DOTr)	
1.3 Vehicle Unit - Completely Built Unit (CBU)			Company requesting the test	
1.4 Vehicle Complete Specifications			Company requesting the test	
1.5 Payment (Company Check / Cash)			Company requesting the test	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Auto-parts Testing 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	
2.5. Release Letter for the Unit			Department of Transportation (DOTr)	
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	<i>Supervising Science Research Specialist,</i> Physical Laboratories Section or



Centralized Receiving Area and request for the required test.	<p>1.2 Receive the required documents, as necessary</p> <p>1.3 Generate two (2) copies of the Technical Service Request (TSR) through ULIMS</p>			<p><i>Science Research Specialist II,</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section</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	30 minutes	<p><i>Supervising Science Research Specialist,</i> Physical Laboratories Section or <i>Science Research Specialist II,</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section</p>





3. Proceed to Cashier for payment and present the TSR.	3.1 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  4.4 Sign MIRDC Visitor's Pass	See table of testing fees	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 <b><a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a></b> using the issued TSR Reference Number.	5.1 Conduct sample preparation and Levelling of the Unit	None	6 days	<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Technician I</i> ,



	5.2 Conduct of Dimensional Measurements			Physical Laboratories Section
6. None	6.1 Evaluation of Measurement Results		1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	6.2 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>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	7.1 Evaluate TSR and 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</i>
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	Authorized Contract of Service Personnel, ATD- Division Head Office
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11. 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	
		<b>Total</b>	<b>8 working days, 1 hour, 50 minutes</b>	



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.



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

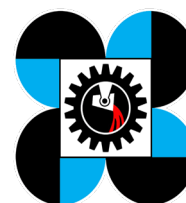


### 3. Auto-Parts Testing Services – Tire Endurance Test

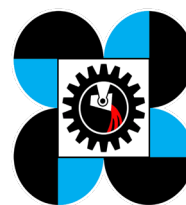
Tire Endurance Test is the ability to withstand the declared rating of the commercial pneumatic tires; i.e. speed and load rating.

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

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1. Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
1.2 For client's securing PS Mark: Request For Test		Bureau of Product Standards (BPS) - DTI
1.3 Tire Sample/s		Company requesting the test
1.4 Tire Complete Specifications		Company requesting the test
1.5 Payment (Company Check / Cash)		Company requesting the test
<b>2. Claiming of Test Certificates</b>		
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Auto-parts Testing 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 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	None	30 minutes	- same as step 2 -



	according to the TSR information			
3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	<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>
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	<p>4.1 Accept and process payment based on the Order of Payment</p> <p>4.2 Issue the Official Receipt</p> <p>4.3 Stamp TSR with "PAID" and return to customer</p> <p>5.4 Sign MIRDC Visitor's Pass</p>	See Table of Testing Fees	10 minutes	<p><i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section</p>





5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	1. Conduct sample preparation (Rim mounting, balancing, pneumatic air charging)	None	4 hours	<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Technician I</i> , Physical Laboratories Section
	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>  3. Issue <i>Preliminary Report</i> for "Witnessing of Test"		48 hours (continuous testing)	
6. None	6.1 Evaluation of Measurement Results		4 hours	<i>Supervising Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section
	6.2 Typing, checking, signing of Test		1 day	<i>Supervising Science Research</i>



	Certificates and submission to ATD-DHO.			<i>Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	7.1 Evaluate TSR and 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>
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11. Stamp TSR with "RELEASED" and return to customer the	none	5 minutes	



	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			
		<b>Total</b>	<b>5 working days, 5 hours, 50 minutes</b>	

<b>TABLE OF FEES</b>	
	<b>FEE</b>
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



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)  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	See Table of Testing Fees



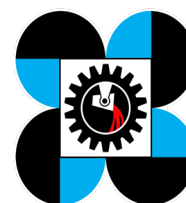
#### 4. Auto-Parts Testing Services – Vibration Test

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.*

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Company ID for client's employee, or Authorization Letter (Original Copy) if client's representative		Company requesting the test
1.2 Samples for Testing		Company requesting the test
1.3 Parameters of Vibration Testing		Company requesting the test
1.4 Appropriate Fixtures for the samples		Company requesting the test
1.5 Payment (Company Check / Cash)		Company requesting the test



<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Auto-parts Testing 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
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.	None	30 minutes	- same as step 2 -

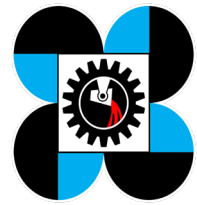


	2.2 Update Sample List Sheet  2.3 Label sample/s submitted according to the TSR information			
3. Proceed to Cashier for payment and present the TSR.	3.1 Received and Review the TSR  3.2 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative 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	P300/ sample/ hour/axis  For Witnessin g 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
5. Track the status of service requested at <a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a>	5.1 Set-up Fixtures of the samples for Vibration Test		2 days	<i>Science Research Specialist II</i> , Physical Laboratories



using the issued TSR Reference Number.	5.2 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	<i>Note: number of hours of exposure is 4hrs.</i>	Section and Laboratory Technician I, Physical Laboratories Section
6. None	6.1 Evaluation of Measurement Results	None	4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	6.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	1 day	<i>Supervising Science Research Specialist, Physical Laboratories Section and Science Research Specialist II, Physical Laboratories Section</i>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's	7.1 Evaluate TSR and advise customer to settle balance, if any.	None	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or</i>
	7.2. Advise customer to sign	none	5 minutes	





TSR, Official Receipt and Authorization Letter (if representative).	the Pink Copy of Test Certificates			<i>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>
8. Sign the Pink Copy of the Certificates	8. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
9. Customer fills out Customer Satisfaction Survey Form when necessary	9. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
10. Sign Property Exit Slip	10. 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	
		<b>Total</b>	<b>3 working days, 5 hours, 45 minutes</b>	



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
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

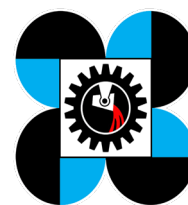
### 1. Corrosion Laboratory Testing Services - Complete Adhesion Tests of Dry-Film Organic Coatings on Metal Sheets

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.

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples for Testing</b>		
1. Sample: <b>One pc. with 1 ft. x width of the coil (W x L) dimension</b> , 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>B. Claiming of Test Certificates</b>		
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



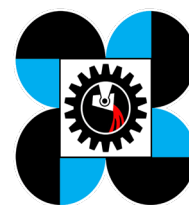
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing  1.2 Receive the required documents  1.3 Generate two (2) Technical 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>



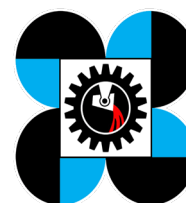
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Bend P 240.00/spl.	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II,</i> Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
		Tape P 215.00/spl.		
		Impact P 300.00/spl.		
		Pencil Hardness 250.00/spl.		
		<b>Other Fees:</b> Witnessing 250.00/TSR		
		<i>Note: Students can avail 20% discount on total cost 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	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			
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flatten ing/Grinding/Paint Removal) 5.2 Preparation of Stripping Solution	None	2 days	<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	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>Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>

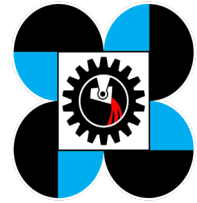


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.5 Sealing of Test Certificate	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
7. Proceed to ATD-DHO and submit 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>

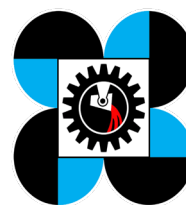


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Laboratory's Receiving copy (Pink Copy) of Test Certificate and give the original copy to customer	None	5 minutes	<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	FEEES 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>
		<b>TOTAL</b>	<b>6 days, 4 hours, and 45 minutes</b>	



## 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:

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

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

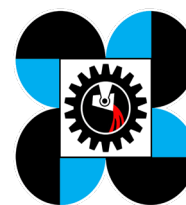
<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples for Testing</b>		
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>B. Claiming of Test Certificates</b>		
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



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	<p><b>A. For GI Sheets</b></p> <p><b>Package 1 – Triple Spot MC, Bend Tests</b> P 760/sample</p> <p><b>Package 2 – Averaging MC, Bend Tests</b> P 670/sample</p> <p><b>B. For Prepainted Sheets</b></p> <p><b>Package 3 – Triple Spot MC, Paint Thick, Bend, Tape, Impact, Pencil Hardness Tests</b> P2,075/sample</p> <p><b>Package 4- Averaging MC, Paint Thick. Bend, Tape, Impact, Pencil Hardness Tests</b> P 2025/sample</p> <p><b>Other Fees: Witnessing</b> P 250/TSR</p>	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>
		<p><i>Note: 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>		



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
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flatting/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	FEE TO BE PAID	PROCESSING 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>Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>

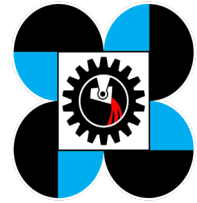


CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.6 Sealing of Test Certificate	None	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO</i>
7. Proceed to ATD-DHO and submit 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	Administrative Officer IV, Financial Management Section and Administrative Officer V, Administrative and General Services Section



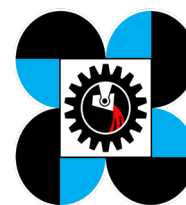
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
9. Go back to ATD-DHO and present Official Receipt	9. Check Official Receipt and have the customer signed on the Pink Copy (Laboratory's Receiving copy) of Test Certificate and give the original copy to customer	None	5 minutes	<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>
	<b>TOTAL</b>	<b>Depends on the availed Test</b>	<b>12 days, 6 hours, and 45 minutes</b>	

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.

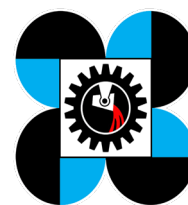
<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples</b>		
1. Samples for Testing: 1.1 <b>For Plain/Prepainted Sheets:</b> 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 <b>For Wires:</b> 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>B. Claiming of Test Certificates</b>		
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



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	



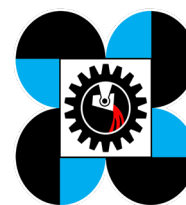
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	<b>For Averaging MC (in PHP)</b>	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II,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



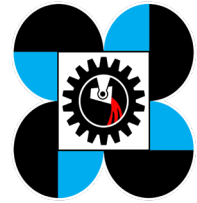
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at <b>mirdc.dost.gov.ph/trackin g/</b> using the issued TSR Reference Number as reference. or For Clients who have requested for Witnessing: return on the scheduled date of witnessing	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			
	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>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>

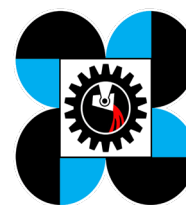


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
7. Proceed to ATD-DHO and submit the requirements.	7. Check documents and advise customer to settle balance, if any.	none	10 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1, ATD-DHO or 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	Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 1 ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
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	

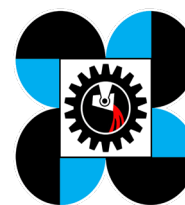




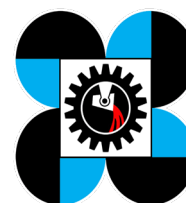
#### 4. Corrosion Laboratory Testing Services – Salt Spray Testing of Metals and Metal Products

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

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples for Testing</b>		
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>B. Claiming of Test Certificates</b>		
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



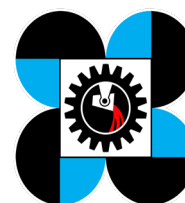
JOB ENTRY AND SUBMISSION OF TEST SAMPLES				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to ATD-DHO Centralized Receiving area and request for the required tests/analysis	1.1 Evaluate sample/s and check required parameters for testing  1.2 Receive the required 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	none	10 minutes	<i>Supervising Science Research Specialist, Analytical Laboratories Section or Science Research Specialist II, Corrosion Laboratory or Metals Technologist III,</i>



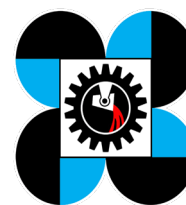
	according to TSR			Corrosion Laboratory
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	<b>A. For the First Sample:</b>  A.1 Weekday P2,410/24hrs A.2 Weekend P3,060/24hrs* (*applicable for requests beyond 96 hrs)  <b>B. Additional Sample</b> P300/sample  <b>C. Other Fees (optional)</b> C.1 Photo P 80./shot C.2 Witnessing P 250/TSR	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
		<i>Note:Students can avail 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  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



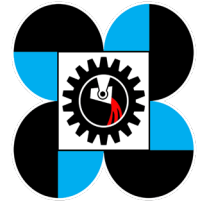
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at <b><a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a></b> using the issued TSR Reference Number as reference.  For Clients who have requested for Witnessing: 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	<i>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>
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>



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</i> ATD-DHO or <i>Administrative Assistant 1</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	or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
		<b>TOTAL</b>	<b>7 days 5 hours, and 45 minutes</b>	

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

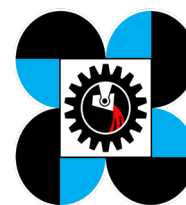
This service covers the thickness measurement of dried organic film coatings like paint, varnish, lacquer on metal sheets using micrometer.

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples for Testing</b>		
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>B. Claiming of Test Certificates</b>		
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





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	



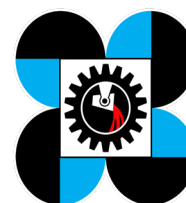
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	Thickness Test P480/spl  <b>Other Fees:</b> Witnessing P250/ TSR	10 minutes	Administrative Officer IV, Financial Management Section
		Note: 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			
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> 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



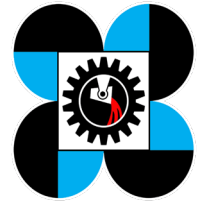
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.2 Computation of Results and Measurement of Uncertainty (MU)	None	3 hours	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion Laboratory</i>
	6.3 Evaluation of test results/MU	None	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>



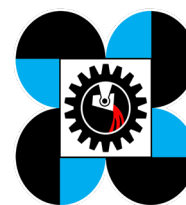
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
	6.5 Checking and signing of test certificate	None	1 day	<i>Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>
	6.6 Sealing of Test Certificate	None	5 minutes	<i>Production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



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	



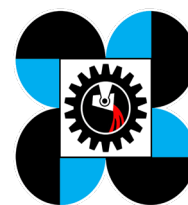
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
11. Customer fills out Customer Satisfaction Survey Form when necessary	11. Receive the accomplished CSC form and file the document.	none	5 minutes	<i>Production Planning Control Officer 1 ATD-DHO or Administrative Assistant 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	
		<b>TOTAL</b>	<b>6 days and 40 minutes</b>	



## 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.

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>A. Submission of Samples for Testing</b>		
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>B. Claiming of Test Certificates</b>		
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



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</i></p> <p>or</p> <p><i>Science Research Specialist II, Corrosion Laboratory</i></p> <p>or</p> <p><i>Metals Technologist III, Corrosion Laboratory</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</p>	none	10 minutes	<p><i>Supervising Science Research Specialist, Analytical Laboratories Section</i></p> <p>or</p> <p><i>Science Research Specialist II, Corrosion Laboratory</i></p> <p>or</p> <p><i>Metals Technologist III, Corrosion Laboratory</i></p>

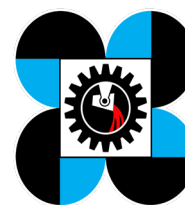




	according to TSR			
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	<b>Coulometric</b> Single Layer P570/spl. Additional Layer P300/layer	5 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section</i>
		<b>Magnetic Induction</b> P550/spl. <b>Other Fees:</b> Witnessing P250/TSR		
		<i>Note: Students can avail 20% discount on total cost 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	10 minutes	<i>Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section</i>
	4.2 Issue the Official Receipt			
5. Track the status of service requested at <b>mirdc.dost.gov .ph/tracking/</b> 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, Corrosion Laboratory or  Metals Technologist III, Corrosion Laboratory</i>



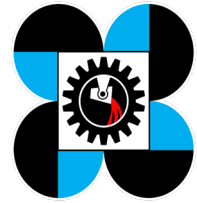
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
For Clients who have requested for Witnessing: return on the scheduled date of witnessing	6.1 Conduct Testing of samples	None	1 day	<i>Science Research Specialist II, Corrosion Laboratory or Metals Technologist III, Corrosion 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	<i>Supervising Science Research Specialist, ALS and Science Research Specialist II, Corrosion Laboratory</i>
	6.6 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>
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>



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	<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	3 days, 6 hours, and 45 minutes	



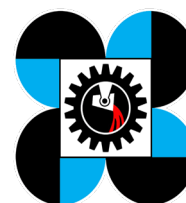
## C. Mechanical Metallurgy Laboratory

### 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

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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 students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled		
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Mechanical Metallurgy 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 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.	None	30 minutes  <i>Note: maximum of 20 samples only for the specified time</i>	<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</i>
	1.2 Receive the required documents, as necessary  1.3 Generate two copies of the Technical Service Request (TSR) through ULIMS			
2. Review carefully the contents of TSR and ensure that all the requirements for the requested test services are included, and sign the	2.1 Sign the Laboratory Representative at the bottom portion of both TSR.  <i>Note: A copy of the TSR shall remain at the laboratory and retain one copy</i>	None	30 minutes  <i>Note: maximum of 20 samples only for the specified time</i>	



Conforme in both copies of the TSR.	for the laboratory  2.2 Update Sample List Sheet  2.3 Label sample/s submitted according to the TSR information			Laboratory Technician I, Physical Laboratories Section
3. Proceed to Cashier for payment and present the TSR.	3. Issue Order of Payment	none	5 minutes	Administrative Officer IV Financial Management Section Or Administrative Assistant II, 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	<b>1. Tension Test</b> Bolts (Axial/ Wedge) P390/sample  <b>2. Sectioning Cost</b> a. Up to 1 in <sup>2</sup> P 160/sample b. 1-04 in <sup>2</sup> P 220/sample  <b>3. Photo</b> P80/photo	10 minutes	Administrative Officer V Administrative and General Services Section or Administrative Officer II Administrative and General Services Section





	4.4 Sign MIRDC Visitor's Pass	4. <b>Witnessing</b> P250/TSR/ day		
5. Track the status of service requested at <b>mirdc.dost.gov.ph/trackin</b> g/ using the issued TSR Reference Number.	5.1. Conduct sample preparation  5.2 Cutting  5.3 Tagging	None	4 hours Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II</i> , Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of test	None	1 Day  <i>Note: maximum of 20 samples only for the specified time</i>	<i>Sr. Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i>



				Physical Laboratories Section
7. Track the status of service requested at <b>mirdc.dost.gov.ph/trackin</b> g/ using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	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 or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	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>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's	8.1 Evaluate TSR and advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1, ATD- Division Head Office or</i>
	8.2. Advise customer to sign the Pink	none	5 minutes	



TSR, Official Receipt and Authorization Letter (if representative ).	Copy of Test Certificates			<i>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>
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>2 days, 5 hours and 50 minutes</b>	



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
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

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



## 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.

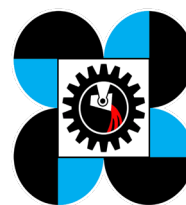
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (for standard and thick samples)	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (for thin samples)	Capacity (max): 50kN
3	Bevel Protractor	Out 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



<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>				
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area	1.1 Evaluate sample/s and check required parameters for testing.  1.2 Receive the required	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</i>



and request for the required test.	documents, as necessary  1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			Section or <i>Science Research Specialist II</i> , Physical Laboratories Section <i>Or 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 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>Supervising Science Research Specialist</i> , Physical Laboratories Section or <i>Sr. Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section <i>Or Laboratory Inspector II</i> , Physical Laboratories Section or Laboratory Technician I, Physical Laboratories Section

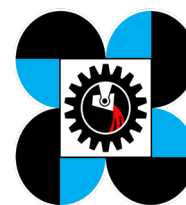


3. Proceed to Cashier's Office "Order of Payment" Window and submit a copy of the TSR for payment	3.1 Received and Review the TSR  3.2 Issue Order of Payment	None	5 minutes	<i>Administrative Officer IV,</i> Financial Management Section or <i>Administrative Assistant II,</i> Financial Management Section 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 "PAID" and return to customer  4.4 Sign MIRD Visitor's Pass	See <i>Table of Testing Fees</i>	10 minutes	<i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section

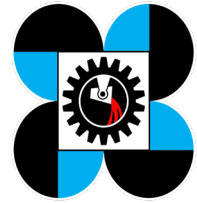




5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5.1 Conduct sample preparation  5.2 Cutting  5.3 Tagging	None	1 Day 4 hours Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II</i> , Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	3 days Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section



7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	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>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	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>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization	8.1 Evaluate TSR and 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</i>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	



Letter (if representative)				or <i>Administrative Assistant 1,</i> ATD- Division Head Office Or <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>6 Days, 1 hour and 50 minutes</b>	



### TABLE OF TESTING FEES

<b>1. Complete Physical Test for Angle Bars</b>	
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

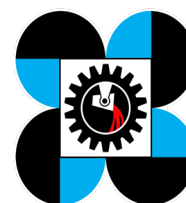
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If sample requires machining	Client may avail of the services of Technical Services Solution (TSS)	Technical Services Solution (TSS)	Samples are machined to specified dimensions as per standard. Additional fees are required.
If Client requires "Witnessing of 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
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



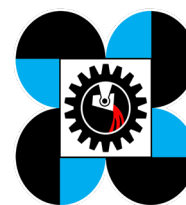
### 3. Mechanical Metallurgy Laboratory Testing Services - Complete Physical Tests of Reinforcing Steel Bars

**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.

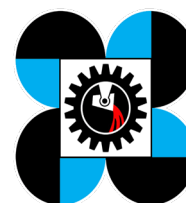
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	Universal Testing Machine (2000kN)	Tension Testing (10-40mmØ), Bending	Capacity (max): 2000kN
2	Universal Testing Machine (50kN)	Tension Testing (6,7 and 8mm Ø)	Capacity (max): 50kN
3	Digital Caliper	Gage length measurement	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



<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS		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
<b>2. Claiming of Test Certificates</b>		
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Mechanical Metallurgy 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
2.5 For BPS endorsed samples, results will be uploaded to PCIMS		Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)



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.	<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 20 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</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 or Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section Or Laboratory Inspector II, Physical Laboratories Section or</i></p>



	the TSR information			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 "PAID" and return to customer  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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	5.1 Conduct sample preparation	None	1 day & 4 hours	<i>Science Research Specialist II,</i>





<b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5.2 Cutting 5.3 Tagging		Note: maximum of 20 samples only for the specified time	Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section <i>or</i> <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	2 days  Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist</i> , Physical Laboratories Section <i>or</i> <i>Science Research Specialist II</i> , Physical Laboratories Section <i>and</i> <i>Laboratory Inspector II</i> Physical Laboratories Section <i>or</i> <i>Laboratory Technician I</i> Physical Laboratories Section
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	1 day  Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist</i> , Physical Laboratories Section <i>and</i> <i>Sr. Science Research Specialist</i> <i>or</i> <i>Science Research Specialist II of Mechanical Metallurgy Laboratory</i>



	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	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 Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test	none	5 minutes	

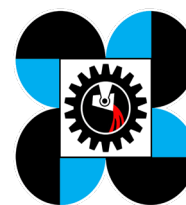


	certificates and property exit slip			
	11.2 Instruct the laboratory personnel to release the sample/s to the customer			
	<b>TOTAL</b>		<b>5 Days, 5 Hours and 50 minutes</b>	

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 $1000\text{-}1500\text{mm}^2$	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



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
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

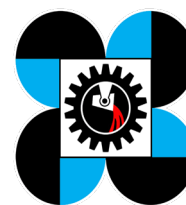


#### 4. Mechanical Metallurgy Laboratory Testing Services - Complete Physical Tests of Wires

**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

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
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</i> , Physical Laboratories Section or <i>Sr. Science Research Specialist</i> , 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



<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>	<p>None</p>	<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>	<p>None</p>	<p>5 minutes</p>	<p><i>Administrative Officer IV, Financial Management Section</i> or <i>Administrative Assistant II, Financial Management Section</i> or <i>Administrative Officer V</i></p>

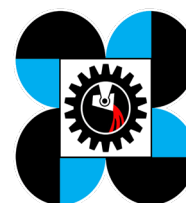


				Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	<p>4.1 Accept and process payment based on the Order of Payment</p> <p>4.2 Issue the Official Receipt</p> <p>4.3 Stamp TSR with "PAID" and return to customer</p> <p>4.4 Sign MIRDC Visitor's Pass</p>	See Table of Testing Fees	10 minutes	<p><i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section</p>
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	<p>5.1 Conduct sample preparation</p> <p>5.2 Cutting</p> <p>5.3 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</i>, Physical Laboratories Section and <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section</p>
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	<p>1 Day, 2 hours and 30 minutes</p> <p>Note: maximum of 20 samples</p>	<p><i>Sr. Science Research Specialist</i>, Physical Laboratories Section or</p>





			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>
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	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>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	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 Science Research Specialist II of Mechanical Metallurgy Laboratory</i>



8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>4 Days and 20 minutes</b>	

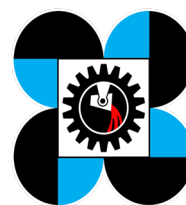


TABLE OF TESTING FEES	
1. Complete Physical Tests for Wires	
1.1 Tension Using 50kN UTM	PhP 390/sample
1.2 Physical Appearance	PhP 125/sample
1.3 Dimension Test	PhP 300/sample
1.4 Torsion Test	PhP 225/sample
1.5 Winding Test	PhP 225/sample
2. Photo	PhP 80/photo
3. Courier Charge	PhP 120/TSR
4. Witnessing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

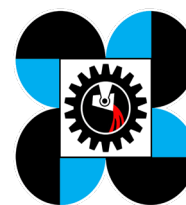
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Client requires "Witnessing of Test"	Client shall pay additional witnessing fee and coordinate with the laboratory the schedule of witnessing.	ATD-DHO Centralized Receiving Area	See Table of Testing Fees
If Client securing PS Mark Certification	Will require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



<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>				
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area and request for	1.1 Evaluate sample/s and check required parameters for testing.  1.2 Receive the required	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,</i>



the required test.	documents, as necessary  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 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>Supervising Science Research Specialist</i> , Physical Laboratories Section or <i>Sr. Science Research Specialist</i> , 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
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  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5. Conduct sample preparation  5.1 Cutting 5.2 Tagging 5.3 Grinding	None	1 hour 30 minutes Per sample	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	3 hours 30 minutes  Per Twenty (20) indentations	<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>
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b>	7.1 Evaluation of Measurement Results	None	1 hour 30 minutes per 20 indentations	<i>Supervising Science Research Specialist, Physical Laboratories</i>



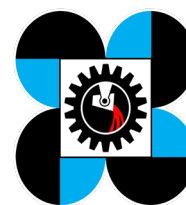


using the issued TSR Reference Number.				Section and Sr. Science Research Specialist or Science Research Specialist II of Mechanical Metallurgy Laboratory
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	1 hour 30 minutes per 20 indentations	Supervising Science Research Specialist, Physical Laboratories Section and Sr. Science Research Specialist Science Research Specialist II of Mechanical Metallurgy Laboratory
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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,
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
9. Sign the Pink Copy of the Certificates				



10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	ATD- Division Head Office Or <i>Authorized Contract of Service Personnel</i> , ATD- Division Head Office
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>1 Day, 1 Hour and 50 minutes</b>	

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 <sup>2</sup>	PhP 160
3.2 1-4 in <sup>2</sup>	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



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
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

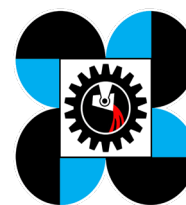


## 6. Mechanical Metallurgy Laboratory Testing Services - Tension Testing

**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

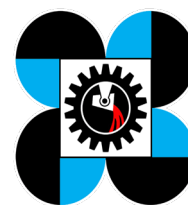
<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
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



				Laboratories Section or Laboratory Technician I, Physical Laboratories Section
<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 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>
3. Proceed to Cashier's Office "Order of Payment"	3.1 Received and Review the TSR	None	5 minutes	<i>Administrative Officer IV,</i>



Window and submit a copy of the TSR for payment	3.2 Issue Order of Payment			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  4.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5. Conduct sample preparation  5.1 Cutting  5.2 Tagging	None	2 days & 4 hours  Note: maximum of 20 samples only for the specified time	<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Inspector II</i>

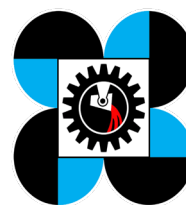


	5.3 Gauge Marking			Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	1 day  Note: maximum of 20 samples only for the specified time	<i>Sr. Science Research Specialist</i> , Physical Laboratories Section or <i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	4 hours  Note: maximum of 20 samples only for the specified time	<i>Supervising Science Research Specialist</i> , <i>Physical Laboratories Section</i> and <i>Sr. Science Research Specialist</i> or





				<i>Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	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>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	



11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>4 Days, 5 Hours and 50 minutes</b>	

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 $1\text{in}^2$	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



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
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

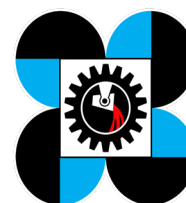


## 7. Mechanical Metallurgy Laboratory Testing Services - Tests of Nails

**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

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS		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



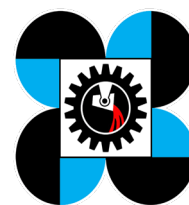
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Mechanical Metallurgy Laboratory		
2.2. One (1) original or photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Admin Division		
2.3. One (1) Authorization 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		
2.5 For BPS endorsed samples, results will be uploaded to PCIMS		Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)		
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	2.1 Sign the Laboratory Representative at the	None	30 minutes  Note: maximum of	<i>Supervising Science Research Specialist, Physical Laboratories</i>



<p>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>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>		<p>20 samples only for the specified time</p>	<p>Section or <i>Sr. Science Research Specialist</i>, 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</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>	<p>None</p>	<p>5 minutes</p>	<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>



4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	<p>4.1 Accept and process payment based on the Order of Payment</p> <p>4.2 Issue the Official Receipt</p> <p>4.3 Stamp TSR with "PAID" and return to customer</p> <p>4.4 Sign MIRDC Visitor's Pass</p>	See <i>Table of Testing Fees</i>	10 minutes	<p><i>Administrative Officer V</i> Administrative and General Services, Section or <i>Administrative Officer II</i> Administrative and General Services, Section</p>
5. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	<p>5. Conduct sample preparation</p> <p>5.1 Cutting</p> <p>5.2 Tagging</p>	None	4 hours Note: maximum of 36 samples only for the specified time	<p><i>Science Research Specialist II</i>, Physical Laboratories Section and <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section</p>
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	2 days  Note: maximum of 36 samples only for the specified time	<p><i>Sr. Science Research Specialist</i>, Physical Laboratories Section or</p>



				<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector II Physical Laboratories Section or Laboratory Technician I Physical Laboratories Section</i>
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	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 or Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	1 day  Note: maximum of 36 samples only for the specified time	
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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</i>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	





9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	or <i>Administrative Assistant 1,</i> ATD- Division Head Office Or <i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  11.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>4 Days, 5 Hours and 50 minutes</b>	

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



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
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.

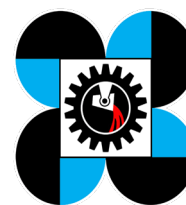
<b>No.</b>	<b>Type of Equipment / Device</b>	<b>Description of Testing Service</b>	<b>Range or Capacity</b>
1	Air Compressor	Air Leak	Capacity: Up to 150 psi
2	Vernier Caliper	Diameter and Height measurement	Capacity: 0-300mm Resolution: 0.05mm
3	Digital Weighing Scale	Mass	Capacity: 0-300 kg Resolution: 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



<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>				
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area	1.1 Evaluate sample/s and check required parameters for testing.  1.2 Receive the required	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</i>



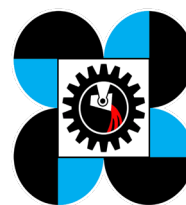
and request for the required test.	documents, as necessary  1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			Section or <i>Science Research Specialist II</i> , Physical Laboratories Section Or <i>Laboratory Inspector II</i> , Physical Laboratories Section or Laboratory Technician 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 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>Supervising Science Research Specialist</i> , Physical Laboratories Section or <i>Sr. Science Research Specialist</i> , 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



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</i> or <i>Administrative Assistant II, Financial Management Section</i> or <i>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  4.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the	5.1 Conduct sample preparation  5.2 Tagging	None	1 hour for 1 sample	<i>Science Research Specialist II, Physical Laboratories Section</i> and



issued TSR Reference Number.				<i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	4 hours for 1 sample	<i>Sr. Science Research Specialist,</i> Physical Laboratories Section or <i>Science Research Specialist II,</i> Physical Laboratories Section and <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	1 hour for 1 sample	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> and <i>Sr. Science Research Specialist</i> or



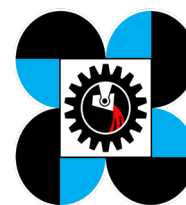
	7.2 Typing, checking, signing of Test Certificates and submission to ATD-DHO.	None	2 hours for 1 sample	<i>Science Research Specialist II of Mechanical Metallurgy Laboratory</i>
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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>
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates	none	5 minutes	



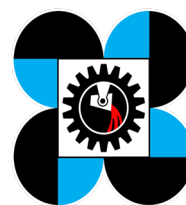


	and property exit slip			
	11.2 Instruct the laboratory personnel to release the sample/s to the customer			
	<b>TOTAL</b>		<b>1 Day, 1 Hours and 50 minutes</b>	

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



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
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



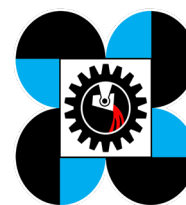
<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>				
1.1 Samples for testing 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: Original BPS Request for Test and Uploaded Request on PCIMS			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	
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)			MIRDC-ATD- Mechanical Metallurgy 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	
2.5 For BPS endorsed samples, results will be uploaded to PCIMS			Department of Trade and Industry – Bureau of Philippine Standards (DTI-BPS)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Analysis and Testing Division - Division Head Office (ATD-DHO) Centralized Receiving Area	1.1 Evaluate sample/s and check required parameters for testing.  1.2 Receive the required	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</i>



and request for the required test.	documents, as necessary  1.3 Generate 2 copies of the Technical Service Request (TSR) through ULIMS			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 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>Supervising Science Research Specialist</i> , Physical Laboratories Section or <i>Sr. Science Research Specialist</i> , 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



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</i> or <i>Administrative Assistant II, Financial Management Section</i> or <i>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  4.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the	5. Conduct sample preparation  5.1 Tagging	None	1 hour for 1 set of specimen	<i>Science Research Specialist II, Physical Laboratories Section</i> and

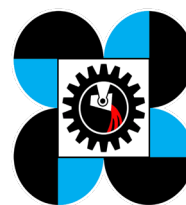


issued TSR Reference Number.	5.2 Cutting			<i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.	6. Conduct of Test	None	1 day and 1 hour for 1 set of specimen	<i>Sr. Science Research Specialist,</i> Physical Laboratories Section or <i>Science Research Specialist II,</i> Physical Laboratories Section and <i>Laboratory Inspector II</i> Physical Laboratories Section or <i>Laboratory Technician I</i> Physical Laboratories Section
7. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	7.1 Evaluation of Measurement Results	None	4 hours for 1 set of specimen	<i>Supervising Science Research Specialist, Physical Laboratories Section</i> and <i>Sr. Science Research Specialist</i> or
	7.2 Typing, checking, signing of Test Certificates and	None	2 hours for 1 set of specimen	



	submission to ATD-DHO.			Science Research Specialist II of Mechanical Metallurgy Laboratory
8. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	8.1 Evaluate TSR and 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
	8.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
9. Sign the Pink Copy of the Certificates	9. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
10. Customer fills out Customer Satisfaction Survey Form when necessary	10. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
11. Sign Property Exit Slip	11.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip	none	5 minutes	
	11.2 Instruct the laboratory			





	personnel to release the sample/s to the customer			
	<b>TOTAL</b>		<b>2 Days and 50 minutes</b>	

<b>TABLE OF TESTING FEES</b>	
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



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.
If available fixtures of the Laboratory in Burst Testing do not fit in the sample submitted			Additional fees are required.  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
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

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 $\mu$ w/cm <sup>2</sup> @ 1ft distance from Inspected surface

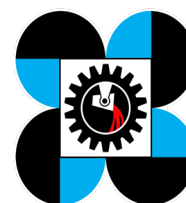
<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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 students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled		
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Non Destructive Testing 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 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 two (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</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	2.1 Sign the Laboratory Representative at the bottom portion of both TSR  Note: A copy of the TSR shall remain at the laboratory	None	30 minutes	



both copies of the TSR.	2.2 Update Sample List Sheet  2.3 Label sample/s submitted according to the TSR information			Laboratories Section
3. Proceed to Cashier for payment and present the TSR.	3.1 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  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5. Conduct sample preparation	None	7 hours & 20 minutes  Note: Per 10 linear feet	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I</i> Nondestructive Testing Laboratory
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.  For In-Pant Jobs: Conduct on-site as scheduled date	6.1 Conduct of test			<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I</i> Nondestructive Testing Laboratory
	6.2 Evaluation of indications and Analysis of Results		1 hour	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	6.3 Preparation and Checking of Test Report		5 hours	<i>Sr. Science Research Specialist and</i>



				<i>Science Research Specialist II of Non-destructive Testing Laboratory</i>
	6.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		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>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative)	7.1 Evaluate TSR and 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</i>
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
8. Sign the Pink Copy of the Certificates	8. Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	



9. Customer fills out Customer Satisfaction Survey Form when necessary	9. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	Authorized Contract of Service Personnel, ATD- Division Head Office
10. Sign Property Exit Slip	10.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  10.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	TOTAL		2 days, 3 hours and 10 minutes	

TABLE OF TESTING FEE		
		FEE
1.	Liquid Penetrant Testing	
	1.1. Visible	PhP370/ sq. ft.
	1.2 Visible	PhP360/ linear ft.
	1.3 Fluorescent	PhP420/ sq. ft.
	1.4 Fluorescent	PhP370/ 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





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"> <li>1. Client shall ensure that all terms and conditions for in-plant jobs are met.</li> <li>2. Area to be inspected shall be cleaned and free of foreign material, dust or oil.</li> <li>3. Coordinate with the laboratory for the scheduled in-plant job.</li> </ol>	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
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

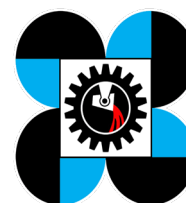


## 2. Non-Destructive Testing Services - Magnetic Particle Testing

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 $\mu$ w/cm <sup>2</sup> @ 1ft distance from inspected surface

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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



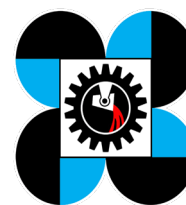
1.4 For students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled		
<b>2. Claiming of Test Certificates</b>				
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Non Destructive Testing Laboratory		
2.2. One (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 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 two (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> in	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	None	30 minutes	



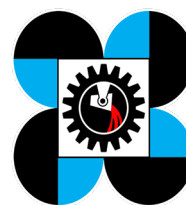
both copies of the TSR.	2.3 Label sample/s submitted according to the TSR information			
3. Proceed to Cashier for payment and present the TSR.	3.1 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i> Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management 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  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR	5.1. Conduct sample preparation	None	5 hours & 20 minutes  Note: Per 10 linear feet	<i>Science Research Specialist II</i> , Physical Laboratories Section and



Reference Number.				<i>Laboratory Inspector I Nondestructive Testing Laboratory</i>
6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.  For In-Pant Jobs: Conduct on-site as scheduled date	6.1 Conduct of test			<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory</i>
	6.2 Evaluation of indications and Analysis of Results		1 hour	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section Laboratories Section</i>
	6.3 Preparation and Checking of Test Report		5 hours	<i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>



	6.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		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>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative) .	7.1 Evaluate TSR and 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>
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
8. Sign the Pink Copy of the Certificates	8.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
9. Customer fills out Customer Satisfaction Survey Form when necessary	9.1 Receive and file the Customer Satisfaction Survey Form	none	5 minutes	



10. Sign Property Exit Slip	10.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  10.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>2 days, 1 hours and 10 minutes</b>	

TABLE OF TESTING FEE		
		FEE
1.	Magnetic Particle Test	
	1.1. <i>Wet-Visible</i>	PhP410/sq. ft.
	1.2. <i>Wet-Visible</i>	PhP380/linear ft.
	1.3. <i>Fluorescent</i>	PhP430/sq. ft.
	1.4. <i>Fluorescent</i>	PhP390/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



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	4. Client shall ensure that all terms and conditions for in-plant jobs are met. 5. Area to be inspected shall be cleaned and free of foreign material, dust or oil. 6. 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
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: upto 65mm thickness Fe

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of sample/s for testing</b>		
1.1 Samples for testing 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 students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled
1.5 For client's securing PS Mark, Request For Test, where necessary		DTI- Bureau of Product Standards
<b>2. Claiming of Test Certificates</b>		
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Non Destructive Testing 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 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 two (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> 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	



3. Proceed to Cashier for payment and present the TSR.	3.1 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  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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 <b><a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a></b> using the issued TSR Reference Number.	5.1. Conduct sample preparation	None		<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Inspector I</i> Nondestructive Testing Laboratory



6. None	6.1 Conduct of test		2 hours Note: Per film	<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory</i>
	6.2 Evaluation of indications and Analysis of Results		4 hour	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	6.3 Preparation and Checking of Test Report		5 hours	<i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>
	6.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours	<i>Supervising Science Research Specialist, Physical Laboratories Section</i>

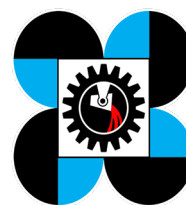


				and <i>Sr. Science Research Specialist,</i> Non-destructive Testing Laboratory and <i>Science Research Specialist II of</i> Non-destructive Testing Laboratory
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative).	7.1 Evaluate TSR and advise customer to settle balance, if any.	none	5 minutes	<i>Production Planning Control Officer 1,</i> ATD- Division Head Office or <i>Administrative Assistant 1,</i> ATD-Division Head Office or
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
8. Sign the Pink Copy of the Certificates	8.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	<i>Authorized Contract of Service Personnel,</i> ATD- Division Head Office
9. Customer fills out Customer Satisfaction Survey Form when necessary	9.1 Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
10. Sign Property Exit Slip	10.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates	none	5 minutes	



	and property exit slip			
	10.2 Instruct the laboratory personnel to release the sample/s to the customer			
	<b>TOTAL</b>		<b>3 days, 5 hours and 50 minutes</b>	

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



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	7. Client shall ensure that all terms and conditions for in-plant jobs are met. 8. Area to be inspected shall be cleaned and free of foreign material, dust or oil. 9. 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
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



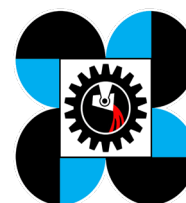
## 5. Non-Destructive Testing Services - Ultrasonic Testing

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

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>			
1.1 Samples for testing 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 students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled	
<b>2. Claiming of Test Certificates</b>			
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Non Destructive Testing 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 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 two (2) copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<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>
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	<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>
3. Proceed to Cashier for payment and	3.1 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i>



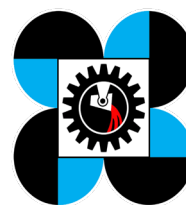
present the TSR.				Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment  4.2 Issue the Official Receipt  4.3 Stamp TSR with "PAID" and return to customer  4.4 Sign MIRDC Visitor's Pass	<i>See Table of Testing Fees</i>	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 <b><a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a></b> using the issued TSR Reference Number.	5.1. Conduct sample preparation	None	2 Days  Note: Per 10 linear feet	<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Inspector I</i> Nondestructive Testing Laboratory



6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.  For In-Pant Jobs: Conduct on-site as scheduled date	6.1 Conduct of test			<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory</i>
	6.2 Evaluation of indications and Analysis of Results		2 hour	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section Laboratories Section</i>
	6.3 Preparation and Checking of Test Report		5 hours	<i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>
	6.4 Typing, checking, signing of Test Certificates and		4 hours	<i>Supervising Science Research Specialist,</i>



	submission to ATD-DHO.			Physical Laboratories Section and <i>Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II of Non-destructive Testing Laboratory</i>
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative)	7.1 Evaluate TSR and 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>
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
8. Sign the Pink Copy of the Certificates	8.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
9. Customer fills out Customer Satisfaction Survey Form when necessary	9.1 Receive and file the Customer Satisfaction Survey Form	none	5 minutes	

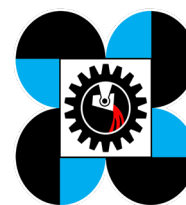


10. Sign Property Exit Slip	10.1 Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test certificates and property exit slip  10.2 Instruct the laboratory personnel to release the sample/s to the customer	none	5 minutes	
	<b>TOTAL</b>		<b>3 days and 5 hours</b>	

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



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	<p>Client shall ensure that all terms and conditions for in-plant jobs are met.</p> <p>Area to be inspected shall be cleaned and free of foreign material, dust or oil.</p> <p>Coordinate with the laboratory for the scheduled in-plant job.</p>	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
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

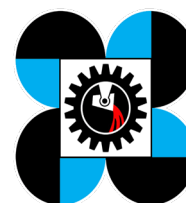


## 6. Non-Destructive Testing Services - UT Thickness Gaging

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

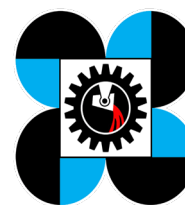
No.	Type of Equipment / Device	Description of Testing Service	Range or Capacity
1	UT Thickness Gager	Ultrasonic thickness measurement	Thickness Range: Up to 20mm

<b>Division:</b>	Analysis and Testing Division – Physical Laboratories Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>1. Submission of sample/s for testing</b>			
1.1 Samples for testing 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 students: one (1) Letter of Request for Discount and School ID		School/University where the student is enrolled	
<b>2. Claiming of Test Certificates</b>			
2.1. One (1) original or photocopy of issued Technical Service Request (TSR)		MIRDC-ATD- Non Destructive Testing 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	FEE 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 two (2) copies of the Technical Service Request (TSR) through ULIMS	None	30 minutes	<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>
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	<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>
3. Proceed to Cashier for payment and	3.1 Issue Order of Payment	none	5 minutes	<i>Administrative Officer IV</i>

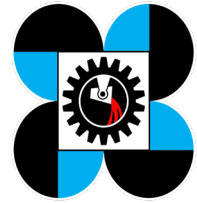




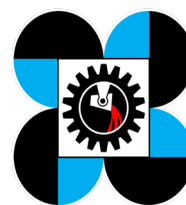
present the TSR.				Financial Management Section Or <i>Administrative Assistant II</i> , Financial Management Section Or <i>Administrative Officer V</i> Financial Management Section
4. Pay the required testing fees and received the Official Receipt, copy of the TSR stamped "Paid"	4.1 Accept and process payment based on the Order of Payment  4.2 Issue the Official Receipt  4.3 Stamp TSR with "PAID" and return to customer  4.4 Sign MIRDC Visitor's Pass	See <i>Table of Testing Fees</i>	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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	5.1. Conduct sample preparation	None	6 hours & 30 minutes  Note: Per 50 points	<i>Science Research Specialist II</i> , Physical Laboratories Section and <i>Laboratory Inspector I</i> Nondestructive Testing Laboratory



6. Witness the conduct of the actual testing (optional) on the schedule set by the laboratory.  For In-Pant Jobs: Conduct on-site as scheduled date	6.1 Conduct of test			<i>Science Research Specialist II, Physical Laboratories Section and Laboratory Inspector I Nondestructive Testing Laboratory</i>
	6.2 Averaging of collected data		1 hour	<i>Sr. Science Research Specialist, Physical Laboratories Section or Science Research Specialist II, Physical Laboratories Section</i>
	6.3 Preparation and Checking of Test Report		5 hours	<i>Sr. Science Research Specialist and Science Research Specialist II of Non-destructive Testing Laboratory</i>
	6.4 Typing, checking, signing of Test Certificates and submission to ATD-DHO.		4 hours	<i>Supervising Science Research Specialist, Physical</i>



				Laboratories Section and Sr. Science Research Specialist, Non-destructive Testing Laboratory and Science Research Specialist II of Non-destructive Testing Laboratory
7. Upon claiming of certificate/s, proceed to ATD-DHO and present the customer's TSR, Official Receipt and Authorization Letter (if representative)	7.1 Evaluate TSR and 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
	7.2. Advise customer to sign the Pink Copy of Test Certificates	none	5 minutes	
8. Sign the Pink Copy of the Certificates	8.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	15 minutes	
9. Customer fills out Customer Satisfaction Survey Form when necessary	9.1 Receive and file the Customer Satisfaction Survey Form	none	5 minutes	
10. Sign Property Exit Slip	10.1 Stamp TSR with "RELEASED" and return to customer the	none	5 minutes	

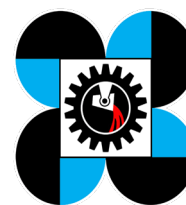


	TSR, OR together with the test certificates and property exit slip  10.2 Instruct the laboratory personnel to release the sample/s to the customer			
	<b>TOTAL</b>		<b>2 days, 1 hour and 30 minutes</b>	

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



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	<p>10. Client shall ensure that all terms and conditions for in-plant jobs are met.</p> <p>11. Area to be inspected shall be cleaned and free of foreign material, dust or oil.</p> <p>12. Coordinate with the laboratory for the scheduled in-plant job.</p>	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
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

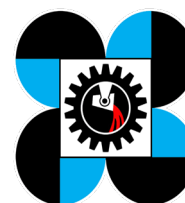


## E. Physico-Chemical Laboratory

### 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.

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of Samples for Testing</b>		
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
<b>2. Claiming of Test Certificates</b>		
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	<b>Ferrous-Based Samples</b> <ul style="list-style-type: none"> <li>• ₱3,550.00/ sample for Complete Chemical Analysis (C,Si,Mn,P,S,Cr ,Mo,Ni,Cu)</li> <li>• ₱395.00/ element for Additional Element (B,V,Nb,Ti, Mg)</li> <li>• ₱3,550.00/ sample for Weldable Rebars (C,Si,Mn,P,S) and Equal Leg Angle Bars (C,P,S)</li> <li>• ₱1,810.00/ sample for Non-Weldable Rebars (P and S)</li> </ul> <b>Non Ferrous-Based Samples</b> <p>A. Copper-Based</p> <ul style="list-style-type: none"> <li>• ₱3,900.00/ sample</li> </ul>	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>for Complete Chemical Analysis of Pure Copper (Cu,Sn,Pb,Fe,Al,Ni,Mn,Ag,P,S,C o,Sb)</p> <ul style="list-style-type: none"> <li>• ₱395.00/ element For Additional Element (Bi,Si,Zn)</li> <li>• ₱3,900.00/ sample for Complete Chemical of Brass,Bronze and other Copper alloys (Cu,Sn,Pb,Fe,Al ,Ni,Mn,Ag,P,S,C o,Zn)</li> <li>• ₱395.00/ element for Additional Element (Bi,Si,Mg)</li> </ul> <p>B. Aluminum and Aluminum Alloys</p> <ul style="list-style-type: none"> <li>• ₱3,900.00/ sample for Complete Chemical Analysis (Al,Mn,Mg,Cu,Z n,Ni,Cr,Pb,Fe,Ti )</li> <li>• ₱395.00/ element</li> </ul>		
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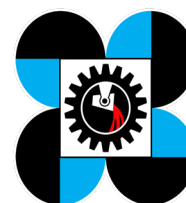
		<p>for Additional Element (Ag,Bi,Co,P)</p> <p><b>Other Fees:</b></p> <ul style="list-style-type: none"> <li>• ₱190.00/ sample for Sample Preparation of rebars sizes 10mm and 12mm Ø</li> <li>• ₱750.00/ sample for Metals Identification</li> <li>• ₱250.00/ TSR Witnessing Fee</li> <li>• ₱80.00/ shot Photo</li> </ul> <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	none	10 minutes	Administrative Officer V Administrative and General Services Section



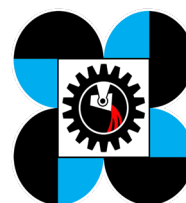
	4.2 Issue the Official Receipt			or Administrative Officer II Administrative and General Services Section
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Track the status of service requested at <a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a> using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Flattening/Grinding)	None	3 working days	<i>Laboratory Inspectors I, ALS</i>
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 working days	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of Laboratory Inspectors II and III, ALS</i>
7. None	7.1 Compute for Measurement of Uncertainty (MU)	None	2 hours	<i>Senior Science Research Specialist, ALS or Science Research Specialist II, ALS or any of</i>



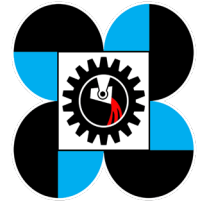
				<i>Laboratory Inspectors II and III, ALS</i>
	7.2 Evaluation of test results/MU	None	2 hours	<i>Supervising Senior Science Research Specialist, ALS or Senior Science Research Specialist, ALS or Science Research Specialist II, ALS</i>
	7.3 Typing and printing of Test Certificate	None	1 hour	<i>Laboratory 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</i>



	7.5 Sealing of Test Certificate	None	10 minutes	Senior Science Research Specialist, ALS or Science Research Specialist II, ALS and Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
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	Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of Service Personnel, ATD-DHO
9. Proceed to Cashier and settle balance.	9. Issue the Official Receipt	See Fees indicated on Step 3	15 minutes	Administrative Officer IV Financial Management Section and



				<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
	11.2 Call the laboratory personnel to bring the tested samples at ATD-DHO for releasing.  11.3 Let the customer fill out	None	10 minutes	<i>Production Planning Control Officer 1,</i> ATD-DHO or <i>Administrative Assistant 1,</i> ATD-DHO or

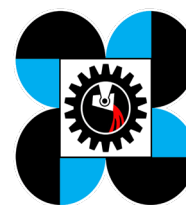


	the Customer Satisfaction Survey Form			<i>Authorized Contract of Service Personnel, ATD-DHO</i>
12. Customer fills out Customer Satisfaction Survey Form when necessary	12. Receive and file the Customer Satisfaction Survey Form	none	5 minutes	<i>Production Planning Control Officer 1, ATD-DHO or Administrative Assistant 1, ATD-DHO or Authorized Contract of 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>
		<b>TOTAL</b>	<b>7 days, 6 hours, 50 minutes</b>	



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.

<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of Samples for Testing</b>		
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
<b>2. Claiming of Test Certificates</b>		
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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number as reference.	5.1 Conduct sample preparation (Cutting/Drilling)	None	3 working 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 <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number as reference.	6.1 Conduct Analysis of samples	None	9 working 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>



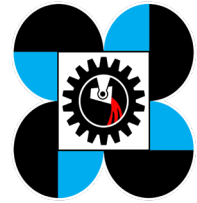
				<i>Research Specialist II, ALS or Senior Science Research Specialist, ALS</i>
	6.5 Checking and signing of test certificate	None	1 day	<i>Supervising Science Research Specialist, ALS and Senior Science Research Specialist, ALS or Science Research Specialist II, ALS</i>
	6.6 Sealing of Test Certificate	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, ATD- DHO or Authorized Contract of</i>



				<i>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 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 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>
	<b>TOTAL</b>		<b>13 days, 6 hours, 50 minutes</b>	



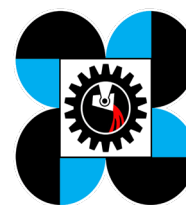


Table 1: Fees for the Chemical Analysis Using Wet Method

MATERIAL	LECO	WET/ELECTROLYSIS					AAS	UV-VIS	TOTAL COST	
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

Copper, Lead Base, Tin Base, Dabbitt 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%.

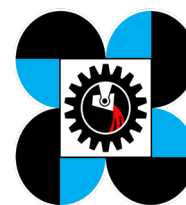
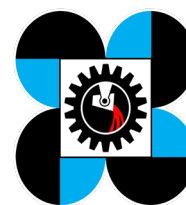


Table 1 (cont): Fees for the Chemical Analysis Using Wet Method

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



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

Aluminum (Pure) Al (rem)						Mn, Mg, Cu, Zn, Ni, Cr, Pb, Sn P670/element	Si P1130	Fe P670	Ti P730	P7,890.00
Al - Si Alloy Al (rem)		Si P1130					Mn, Mg, Cu, Zn, Ni, Cr, Pb, Sn P670/element	Fe P670	Ti P730	P7,890.00
Al - Si - Mg Alloy Al (rem)		Si P1130					Mn, Cu, Zn, Ni, Cr, Pb, Sn P670/element	Fe P670	Ti P730	P7,220.00

#### Nickel Alloys

Nickel (Pure) Al (rem)	C,S P650/element	Si P1130	Ni P1120				Mn, Cu, Co, Fe P670/element			P6,230.00
Nickel - Copper Alloy Al (rem)	C,S P650/element	Cu P1085	Ni P1120				Mn, Al, Co, Fe P670/element			P6,185.00
Ni - Cr Alloy	C,S P650/element	Si P1130	Ni P1120	Cr P840	P P1160		Mn, Al, Co, Fe, Cu P670/element	Mo P1530		P10,430.00
Ni - Cr - Fe Alloy	C,S P650/element	Si P1130	Ni P1120	Cr P840	P P1160	Fe P1280	Mn, Al, Co, Cu P670/element	Mo P1530		P11,040.00

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

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 P670/element			P4,690.00
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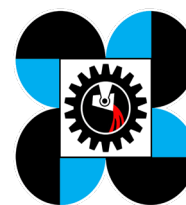
#### NON-ISO

Silver Brazing Al (rem)		Cu P1085	Ag P1160						P2,245.00
Silver Brazing Al (rem)		Cu P1085	Ag P1160			Zn, Cd P670/element			P3,585.00
High P Brazing Alloy Al (rem)		Cu P1085	Ag P1160				P P1100		P3,345.00



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

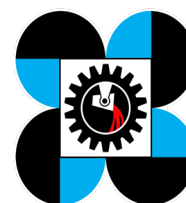
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Too hard samples that can't be drilled may require annealing process	Client may avail of the services of MIRDCC-Technical Services Solution (TSS) with a corresponding fee	Technical Services Solution (TSS)	Hardness shall be reduced to $\leq 20\text{HRC}$



### 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

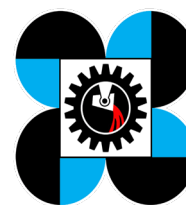
<b>Division:</b>	Analysis and Testing Division - Analytical Laboratories Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>1. Submission of Samples for Testing</b>				
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		
<b>2. Claiming of Test Certificates</b>				
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, MIRD- 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><b>₱2,000.00/ sample</b></p> <p>Other fee: Witnessing Fee (optional): <b>₱250.00/ TSR</b></p>	5 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II,</i>

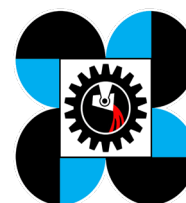


		<i>Students can avail 20% discount on total cost</i>  <i>Additional 30% on total cost for rush analysis</i>		Financial Management Section Or Administrative Officer V Financial Management Section
4. Wait for the issuance of Order of Payment and pay.	4.1 Accept payment based on the Order of Payment  4.2 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 <b><a href="http://mirdc.dost.gov.ph/tracking/">mirdc.dost.gov.ph/tracking/</a></b> 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 working 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	Supervising Senior Science

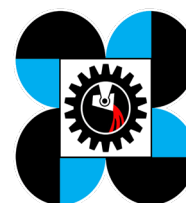


				<i>Research Specialist, ALS or Senior Science Research Specialist, ALS or Science Research Specialist II, ALS</i>
	7.2 Typing and printing of Test Certificate	None	1 hour	<i>Laboratory Inspectors II and III, ALS or Science Research Specialist II, ALS or Senior Science Research Specialist, ALS</i>
	7.3 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</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 Financial Management Section and</i>



				<i>Administrative Officer V</i> <i>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) of Test Certificate and give the original copy to customer	None	5 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>
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 or</i>  <i>Administrative Assistant 1, ATD-DHO or</i>  <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	None	10 minutes	<i>Production Planning Control Officer 1, ATD-DHO or</i>  <i>Administrative Assistant 1, ATD-DHO</i> <i>or</i> <i>Authorized Contract of Service</i>



	Customer Satisfaction Survey Form			<i>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 or  Administrative Assistant 1, ATD-DHO or  Authorized Contract of 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>
	<b>TOTAL</b>	<b>₱2,000.00/ sample (Regular rate)  ₱1,600.00/ sample (Students' rate)</b>	<b>4 working days, 5 hours, 20 minutes</b>	



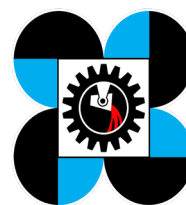
## II. In-House Calibration Services

In-house calibration services conducted at MIRDC Instrumentation and Metrology laboratories, covers the parameters on Dimensional Metrology, Pressure, Torque, Force, Weight (Electronic Balances or Non-automatic weighing scale), 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.

<b>Division :</b>	Analysis and Testing Division – Instrumentation and Metrology Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission Instruments/ Equipment</b>		
1.1 Instruments/ Equipment for calibration must be in good working condition. Our services do not include repairs.  Client shall provide all the accessories (batteries, manuals, charger, power supply, etc.) of the instrument deemed necessary for the calibration process.		Company requesting for calibration
1.2 Technical Service Request (TSR) form		Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area
1.3 One (1) Authorization Letter (for person other than Company's representative)		Company requesting for calibration
1.4 One (1) Company ID and one (1) government issued ID		Company requesting for calibration
1.5 For students: one (1) Letter of Request for Discount and School ID		School/University requesting for calibration
<b>2. Claiming of Calibration Certificates</b>		
2.1. The original copy of issued Technical Service Request (TSR) form with "PAID" stamped		Issued by Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area upon job acceptance.  To be stamped at the MIRDC- Cashier
2.2 Official Receipt and Invoice, if any.		MIRDC- Cashier



2.3 If check payment, the customer shall provide a dated company check issued to MIRDC.		Company/Industry requesting for calibration		
2.4. One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for calibration		
2.5. One (1) Company ID and one (1) government issued ID		Company/Industry requesting for calibration		
2.6 Property Exit Slip		Issued by Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area		
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	None	None	1 minute	<i>Guard on duty at MIRDC Gold Building (Admin. Bldg.)</i>
2.0 Proceed to ATD-DHO Centralized Receiving Area and submit instruments subject for In-house Calibration service.	<p>2.1 Evaluate instrument/s and check the functionality test and the required parameters for calibration.</p> <p>2.2 MIRDC agrees to provide In-house calibration services in accordance with the issued Technical Service Request (TSR) form and the terms and conditions stated therein.</p>	<p>No down payment is required for all in-house calibration service.</p> <p><i>Refer to DOST AO No. 006 Series of 2018, prescribed calibration fees</i></p>	15 minutes	<p><i>Senior Science Research Specialist,</i></p> <p><i>Science Research Specialist II,</i></p> <p><i>ECE Technician IV,</i></p> <p><i>ECE Technician III,</i></p> <p><i>Laboratory Inspector I</i></p> <p><i>and</i></p> <p><i>Laboratory Technician I</i></p>



	2.3 Generate three (3) copies (One copy for the Customer, for the Laboratory, and for ATD-DHO) of Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS).			
3. Review carefully the contents of TSR and ensure that all the requirements for the conduct of in-house calibration service are met.	3. Sign all three (3) copies of issued TSR forms.	None	5 minutes	
4. Sign the <i>Conforme</i> in all copies of generated TSR forms.	4. Put tag or labels on each instrument for in-house calibration service	None	5 minutes	
5. Present all company required documents, if applicable ( <i>PO, Receiving documents copies, etc.</i> )	5. Receive the required documents, if applicable ( <i>PO, Receiving documents copies, etc.</i> )	None	2 minute	
6. Present the exit pass form issued by the lobby guard.	6.1 Signed exit pass form	None	1 minute	



	6.2 Distribute the instrument/ equipment to laboratory areas as per parameter.	None	1 minute	
7. Track the status of service requested at <b>mirdc.dost.gov.ph /tracking/</b> using the issued TSR Reference Number.	7. Instrument preparation and acclimatization to laboratory's environmental condition.  Preparation of worksheets	none	1 day	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I and Laboratory Technician I</i>
8. None	8.1 Conduct of Calibration		10 working days	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I, Laboratory Technician I</i>
	8.2 Submission and checking of draft reports	Subtotal	1 day	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I and Laboratory Technician I</i>
	8.3 Typing/ encoding of calibration certificates		1 day	<i>Administrative Assistant I, Administrative Assistant III</i>
	8.4 Checking and signing of		1 day	

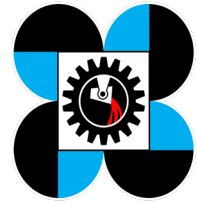


	calibration certificates			Senior Science Research Specialist and Science Research Specialist II
	8.4 Sealing of Calibration Certificates			Production Planning Control Officer, Administrative Assistant I, Administrative Assistant III
9. Sign in the Visitor's Log Book at the Office Lobby	9. None	None	1 minute	Guard on duty at MIRDC Gold Building (Admin. Bldg.)
10. Upon claiming of Calibration Certificate, proceed to ATD-DHO Centralized Receiving Area. and present the original copy of TSR form.  <i>In case of lost original copy of the TSR, the person who claims the calibration certificates and/ or items, must present a signed letter from the listed Customer, stating that such person is authorized to retrieve said items.</i>	10.1 Evaluate the TSRs customer's copy.  10.2 Advise customer to settle balance first, 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
11. Proceed to Financial Management Section, Cashier's	11.1 Received and Review the TSR	Refer to DOST AO No. 006 Series of	5 minutes	Administrative Officer IV, Financial Management

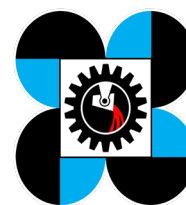




Office "Order of Payment" Window and present copy of TSR for payment	11.2 Issue Order of Payment	<i>2018, prescribed calibration fees</i>		Section (FMS) Or Administrative Assistant II, FMS Or Administrative Officer V FMS
12.0 Pay the required calibration fees and received the Official Receipt, copy of the TSR stamped "Paid"	12.1 Accept and process payment based on the Order of Payment  12.2 Issue the Official Receipt  12.3 Stamp TSR with "PAID" and return to customer	Full payment to be settled upon completion of in-house calibration service with calibration certificates issued.	10 minutes	
13. Proceed to ATD-DHO Centralized Receiving Area, and present the TSR form with stamped "PAID", Official Receipt and Invoice, if any	13. Advise customer to sign the Pink Copy of Test/ Calibration Certificates	none	3 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>
14. Sign the Pink Copy of the Certificates	14.1 Retrieve signed Pink Copy of the	none	3 minutes	



	Certificates and Issue Property Exit Slip			
	14.2 ATD -DHO staff calls the assigned laboratory personnel to bring the calibrated instruments at the ATD-DHO for releasing	None	15 minutes	
15. Sign Property Exit Slip	15. Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test/calibration certificates and property exit slip	none	5 minutes	
16. Customer fills out Customer Satisfaction Survey Form when necessary	16. Receive and file the Customer Satisfaction Survey Form	none	3 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>
		<b>Total</b>	<b>14 days 1 hour and 20 minutes</b>	



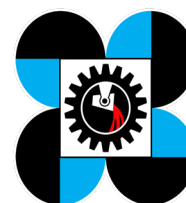
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple jobs or TSRs requests and complexity of the instruments evaluated and received within the day	Conduct of calibration will be on scheduled basis depending on the availability of laboratory reference standard and calibration officers  14 working days from receipt of sample, depending on the quantity and complexity of test / calibration performed.	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 MIRDC procedure on Tender Request and Contract
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.



## II. In-plant Calibration Services

In-plant calibration services conducted at customer's plant-site, covers the parameters on Dimensional Metrology, Pressure, Torque, Force, Weight (Electronic Balances or Non-automatic weighing scale), 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.

<b>Division:</b>	Analysis and Testing Division – Metrology and Instrumentation Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1.1 Quotation with Terms and Condition for the In-plant Calibration Services.		Issued by ATD- Instrumentation and Metrology Section
1.2 Purchase Order		Client/Industry requesting for calibration
1.3 Technical Service Request (TSR) form		Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area
1.4 Fifty (50)% of the total charges down payment is required before the conduct of In-Plant Calibration Service.		Client/Industry requesting for calibration to MIRDC Cashier
1.5 Customer shall provide air-conditioned transportation (land/ sea/ air) of MIRDC personnel, materials and equipment necessary from MIRDC to the calibration site and vice versa.		Client/Industry requesting for calibration
1.6 One (1) Authorization Letter (for person other than Company's representative)		Company/Industry Requesting for Calibration
1.7 One (1) Company ID and one (1) government issued ID		Company requesting for calibration
1.8 For students: one (1) Letter of Request for Discount and School ID		School/University requesting for calibration
<b>2. Claiming of Test Certificates</b>		



2.1. The original copy of issued Technical Service Request (TSR) form with "PAID" stamped		Issued by Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area upon job acceptance.		
		To be stamped at the MIRDC- Cashier		
2.2 Fifty (50)% balance for full payment of TSR jobs for In-plant calibration service.		Company/Industry requesting for calibration to MIRDC- Cashier		
2.3 Official Receipt and Invoice, if any.		MIRDC- Cashier		
2.4 If check payment, the customer shall provide a dated company check issued to MIRDC.		Company/Industry requesting for calibration		
2.5. One (1) Authorization Letter (for person other than Company's representative)		Company/Industry requesting for calibration		
2.6. One (1) Company ID and one (1) government issued ID		Company/Industry requesting for calibration		
2.7 Property Exit Slip		Issued by Analysis and Testing Division Head Office (ATD-DHO) Centralized Receiving Area		
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	None	None	1 minute	<i>Guard on duty at MIRDC Gold Building (Admin. Bldg.)</i>
2.0 Proceed to ATD-DHO Centralized Receiving Area and present Quotation, P.O. and other documents, if applicable	<p>2.1. Evaluate the Quotation and Purchase Order</p> <p>2.2 MIRDC agrees to provide In-plant calibration services in accordance with the issued Technical Service Request (TSR) form and the terms and conditions stated therein.</p> <p>2.3 Discussed and finalized the agreed In-plant</p>	None	15 minutes	<p><i>Senior Science Research Specialist, Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I and Laboratory Technician I</i></p>



	calibration schedule.  2.4 Generate three (3) copies (One copy for the Customer, for the Laboratory, and for ATD-DHO) of Technical Service Request (TSR) forms using Unified Laboratory Information Management System (ULIMS).			
3.0 Review carefully the contents of TSR and ensure that all the requirements for the conduct of in-plant calibration services are met.	3.1 Sign all three (3) copies of issued TSR forms.	None	5 minutes	
4.0 Sign the <i>Conforme</i> in all copies of generated TSR forms.	Receive other required documents of the customer, if applicable ( <i>PO, Receiving documents copies, etc.</i> )	None	5 minutes	
5. Proceed to Financial Management Section, 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, FAD Or <i>Administrative Assistant II</i> , Financial Management Section, FAD Or <i>Administrative Officer V</i>



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, stamp TSR with "PAID" and return to customer	50% Down Payment Required; Client may opt to pay in full.  <i>Refer to DOST AO No. 006 Series of 2018, prescribed calibration fees</i>	10 minutes	Financial Management Section, FAD  <i>Administrative Officer V</i> Administrative and General Services, Section (AGSS) or <i>Administrative Officer II</i> AGSS
7. Proceed to ATD-DHO Centralized Receiving Area. and present the TSR form with stamped "PAID", Official Receipt and Invoice, if any	7. Evaluate the TSR and the Official Receipt	None	3 minutes	Administrative Assistant I, Production and Planning Control Officer 1 (PPCO 1)
8. Present the exit pass form issued by the lobby guard.	8. Signed exit pass form	None	1 minute	<i>Guard on duty at MIRDC Gold Building (Admin. Bldg.)</i>
9. During the scheduled in-plant calibration, Proceed to ATD-Instrumentation and Metrology Section to pick-up the Calibration Officers.	9. Secured all the calibration standards on the vehicle provided by the customer.	none	5 minutes	<i>Science Research Specialist II,</i> <i>ECE Technician IV,</i> <i>ECE Technician III,</i> <i>Laboratory Inspector I,</i> <i>Laboratory Technician I</i>



<i>Customer shall provide air-conditioned transportation (land/ sea/ air) of MIRDC personnel, materials and equipment necessary from MIRDC to the calibration site and vice versa.</i>				
10. Travel going to the plant-site	10. None	None	2 hours  <i>(estimated travel time if within NCR)</i>	
11. Arrival at plant site location.  <i>Provide competent machine/ equipment operator to assist MIRDC personnel.</i>  <i>The customer shall provide hotel accommodations (for overnight stay) to MIRDC personnel</i>	11. Conduct proper on-site calibration.  Procedure conducted as per parameter (Dimensional metrology, Thermometry, Electrical, Pressure, Weight/ Mass, etc.)	None	5 hours (average time allotted per day upon arrival at plant site location)	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I, Laboratory Technician I</i>
12. Travel to MIRDC	12.1 None	None	2 hours	





			<i>(estimated travel time if within NCR)</i>	
	12.2 Secure all the standards back to the laboratory	None	5 minutes	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I, Laboratory Technician I</i>
13. Present exit pass to Security Guard on duty upon leaving MIRDC compound	13. Sign customer's exit pass	None	2 minutes	<i>Guard on duty at MIRDC Gold Building (Admin. Bldg.)</i>
14. Track the status of service requested at <b>mirdc.dost.gov.ph/tracking/</b> using the issued TSR Reference Number.	14. Finish and checking in-plant calibration draft reports.	None	1 hour	<i>Science Research Specialist II, ECE Technician IV, ECE Technician III, Laboratory Inspector I, Laboratory Technician I</i>
15. None	15.1 Typing/encoding of in-plant calibration certificates		1 hour	<i>Administrative Assistant 3, ATD-Division Head Office or Administrative Assistant 1, ATD- Division Head Office</i>
	15.2 Checking and signing of in-plant calibration certificates		30 minutes	<i>Senior Science Research Specialist and Science Research Specialist II</i>
	15.3 Sealing of Calibration Certificates		10 minutes	<i>Administrative Assistant 3, ATD-Division Head Office or</i>



				<i>Administrative Assistant 1, ATD- Division Head Office</i>
<p>16. Upon claiming of Calibration Certificate, proceed to ATD-DHO Centralized Receiving Area. and present the original copy of TSR form.</p> <p>In case of lost original copy of the TSR, the person who claims the calibration certificates and/ or items, must present a signed letter from the listed Customer, stating that such person is authorized to retrieve said items.</p>	<p>16.1 Evaluate the TSRs customer's copy.</p> <p>16.2 Advise customer to settle 50% balance first.</p>	none	5 minutes	<p><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></p>
17.0 Proceed to Financial Management Section, Cashier's Office "Order of Payment" Window and present copy of TSR for payment	<p>17.1 Received and Review the TSR</p> <p>17.2 Issue Order of Payment</p>	<i>Refer to DOST AO No. 006 Series of 2018, prescribed calibration fees</i>	5 minutes	Administrative Officer IV Financial Management Section (FMS) Or Administrative Assistant II, FMS Or Administrative Officer V FMS
18. Pay the required calibration fees	18.1 Accept and process payment	Full payment to be	10 minutes	

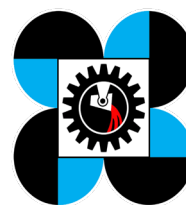


and received the Official Receipt, copy of the TSR stamped "Paid"	<p>based on the Order of Payment</p> <p>18.2 Issue the Official Receipt</p> <p>18.3 Stamp TSR with "PAID" and return to customer</p>	settled upon completion of in-house calibration service with calibration certificates issued.		
19.0 Proceed to ATD-DHO Centralized Receiving Area, and present the TSR form with stamped "PAID", Official Receipt and Invoice, if any	19. Advise customer to sign the Pink Copy of Test/ Calibration Certificates	none	3 minutes	<i>Production Planning Control Officer 1,</i> 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
20. Sign the Pink Copy of the Certificates	20.1 Retrieve signed Pink Copy of the Certificates and Issue Property Exit Slip	none	3 minutes	
	20.2 ATD -DHO staff calls the assigned laboratory personnel to bring the calibrated instruments at the ATD-DHO for releasing	None	15 minutes	
21. Sign Property Exit Slip	21. Stamp TSR with "RELEASED" and return to customer the TSR, OR together with the test/calibration certificates and property exit slip	none	5 minutes	
22. Customer fills out Customer	22. Receive and file the Customer	none	3 minutes	<i>Production Planning Control Officer 1,</i>



Satisfaction Survey Form when necessary	Satisfaction Survey Form			ATD-DHO or <i>Administrative Assistant 1,</i> ATD-DHO or <i>Authorized Contract of Service Personnel,</i> ATD-DHO
		<b>Total</b>	<b>1 day 6 hours and 31 minutes</b>	

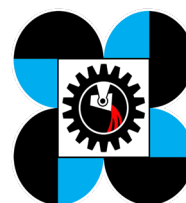
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple jobs or TSRs requests and complexity of the instruments evaluated and received within the day	Conduct of calibration will be on scheduled basis depending on the availability of laboratory reference standard and calibration officers  1 day from the scheduled in-plant calibration service, depending on the quantity and complexity of all required parameters for in-plant calibration service performed.	Company Plant site/ On-site	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 MIRDC procedure on Tender Request and Contract
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.



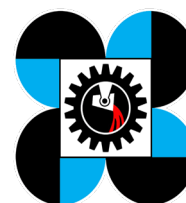
## TABLE OF CALIBRATION FEE

(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)
<b>ELECTRICAL</b>	
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 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	



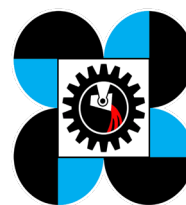
by direct measurement	3,150.00
by ratio	4,250.00
Surface Resistance Checker	
1st range	850.00
per succeeding range	510.00
Tachometer	700.00
Ultrasonic Tester	1,600.00
Variable AC Transformer	700.00
Voltmeter, (1000V, AC/DC)	
1st range	700.00
per succeeding range	350.00
Tachometer	700.00
Wattmeter (AC 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
<b>Temperature</b>	
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**

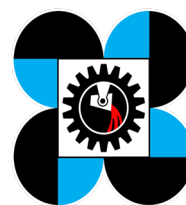




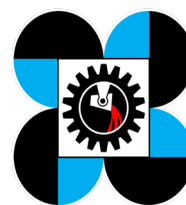
Current to Pressure (I/P) Transducer	1,400.00
Pressure to Current (P/I) Transducer	1,400.00
Differential Transmitter (D/P Cell)	
Electronic	1,400.00
Pneumatic	1,300.00
Pressure Gauge	
Pneumatic, industrial grade	900.00
Hydraulic, industrial grade	900.00
Test Gauge	
Pneumatic	2,300.00
Hydraulic	2,300.00
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
<b>FORCE</b>	
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
<b>DIMENSIONAL MEASUREMENT</b>	
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



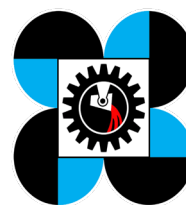
Pressure Measuring Instrument (Barometer, Barograph, Electronics) (reg. 6 test points) 700hPa – 1040hPa	700.00
per succeeding test points	250.00
Mercurial Barometer (reg. 6 test points) 700hPa – 1040 hPa	850.00
per succeeding test points	300.00
Torque Meter single direction	1,950.00
dual direction	3,250.00
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	
<b>In-Plant Charge</b>	
Within Metro Manila	Php 2,000.00 per Team
Outside Metro Manila	Php 3,000.00 per Team



## **FINANCE AND ADMINISTRATIVE DIVISION**

### **Internal Services**



## 1. General Services

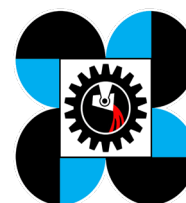
*Provide general services such as but not limited to carpentry, plumbing, electrical, telephone line and air-conditioning unit repairs.*

<b>Division:</b>	Finance and Administrative Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC Employees / Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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>



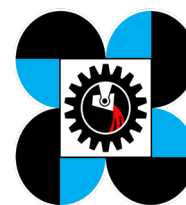


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Acknowledge the work done by signing at the “conforme” portion of the Work Order and submit the same to the GMU	1.8 Received the acknowledged Work Order and record details in the CMMS	None	20 minutes	<i>Administrative. Aide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

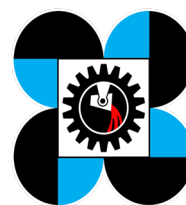
## 2. Transportation Services

*Deliver passenger to destinations.*

<b>Office or Division:</b>	Finance and Administrative Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC Employees / Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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>



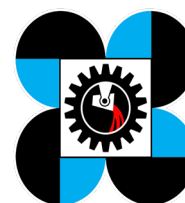
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Determine destination and availability of vehicle and driver	None	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.3 Fill-up and Approved trip ticket form	none	5 minutes	<i>Administrative Aide VI, GMU</i>
	1.4 Assign and 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>
	<b>TOTAL</b>		<b>33 minutes</b> (excluding travel time)	



### 3. Purchasing of Supplies and Materials

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

<b>Office or Division:</b>	Finance and Administrative Division			
<b>Classification:</b>	Simple and Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC Employees / Personnel including project personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Locally available items</b>				
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>



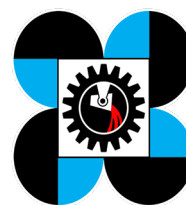
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Forward PO to Financial Management Section (FMS) for signature of signing authorities as to funds availability and approval of purchase	None	10 minutes	<i>Administrative Officer 1, SMU</i>
	2.5 Receive approved PO and 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
	<b>TOTAL</b>		<b>5 days, 3 hours and 20 minutes</b>	

- 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

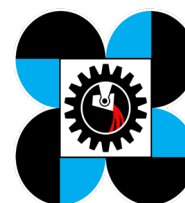


SITUATION	ACTION	LOCATION	REMARKS
If cost of item is more than P50,000	Post PR at Philgeps, MIRD website and at conspicuous places at MIRD for 3 days	SMU	Requirement under RA 9184
If mode of procurement is shopping and submitted quotations are less than three	Repost for another 3 days until there are 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

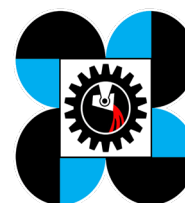
Screening and selection of applicants to fill in the vacant position.

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	

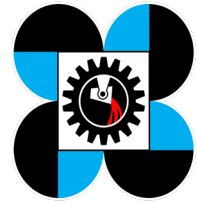


If recruit has undergone the process of selection				
Completed Interview Sheet Completed Potential Assessment Form Instrumentation for Evaluation for Personal Qualities and Attributes Form List of Peers/Subordinates for Personality Traits Evaluation			End-user/immediate supervisor of applicants coming 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	Administrative Officer V, FAD-AGSS, PAU
	1.2 Post vacant position not limited to: <div>a. CSC website b. MIRDC website c. MIRDC Bulletin Boards</div>	none	12 days	Administrative Officer V, FAD-AGSS, PAU  Administrative Aide VI/ III, CRO
	1.3 Receive and check the completeness, authenticity of documents submitted and qualifications of the applicant against the position applied for.	none	10 minutes	Administrative Officer V, FAD-AGSS, PAU  Administrative Officer IV, FAD-AGSS, PAU  Administrative Assistant III, FAD-AGSS, PAU

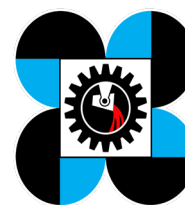




				<i>Administrative Officer II, FAD-CRO</i>  <i>Authorized Contract of Service Personnel, FAD-AGSS</i>
	1.4 Arrange schedule of applicant's interview	none	1 hour	<i>Administrative Officer V, FAD-AGSS, PAU</i>  <i>Authorized Contract of Service Personnel, FAD-AGSS</i>
	1.5 Forward applicant documents to end-user for initial screening	none	4 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	1.6 Facilitate 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>



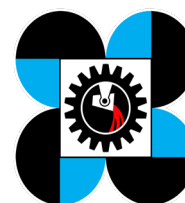
3. Submit completed Interview Sheet, Potential Interview Form and together with applicants documents	3.1 Receive and check completeness of potential ratings	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.2 Conduct examinations to applicants	none	6 hours	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.3 Conduct background investigation of applicants	none	4 days	<i>Administrative Officer V, FAD-AGSS, PAU</i> <i>Authorized Contract of Service Personnel, FAD-AGSS</i>
	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>



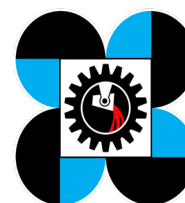
	3.8 Route PSB resolution for signature of PSB members	none	7 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.9 Forward signed PSB Resolution to Executive Director for selection and approval of appointee	none	2 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>  <i>Executive Director, MIRDC</i>
	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>



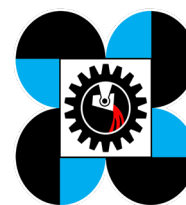
	3.16 Facilitate the signing of appointment by the highest HOURM Officer, the PSB Chair and the Executive Director	none	3 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	3.17 Issue Appointment to new appointee and ask date of assumption	none	5 minutes	<i>Administrative Officer V, FAD-AGSS, PAU</i>
	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>
	<b>TOTAL</b>		<b>2 months 7 days and 4 hours</b>	



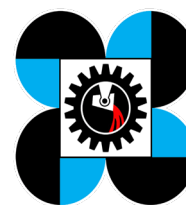
For Positions above Salary Grade 22				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly approved RFE	1.1 Review appropriateness of the qualification stated in the RFE based on the CSC qualification standard	none	10 minutes	<i>Administrative Officer V, FAD-AGSS, 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>

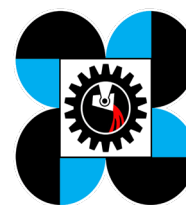


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Conduct background investigation of applicants	none	4 days	<i>Administrative Officer V, FAD-AGSS, PAU or Authorized Contract of Service Personnel, FAD-AGSS</i>
	3.3 Arrange schedule of Personnel Selection Board (PSB) deliberation, 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>



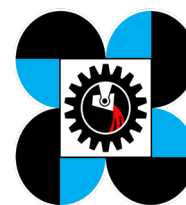
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.8 Forward signed PSB Resolution to Executive Director for selection and approval of appointee	none	2 days	<i>Administrative Officer V, FAD-AGSS, PAU</i>  <i>Executive Director, MIRDC</i>
	3.9 Prepare letter to applicants 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	<b>2 months 7 days and 4 hours</b>	

*\*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**

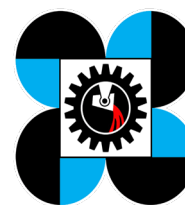
## **External Services**



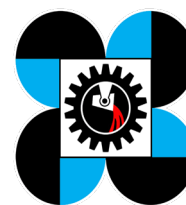
## I. Materials and Process Research Section - Contract Research/ Joint Research

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.

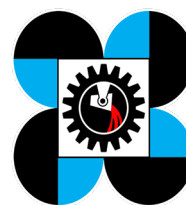
Office or Division:	Materials and Process Research Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submission of Proposal				
1.1 Letter of Intent		Client		
1.2 Concept / Drawing / Design		Client		
1.3 Sample Product/ Material		Client		
2. Claiming of R&D Output				
2.1. One (1) Original or Photocopy of issued Project Order (JO)		MPRD		
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)		
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 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
	1.3 Request the customer to			



	submit Letter of Intent		1 minute	Chief, MPRD, together with the prospective MPRD researcher
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. With assistance from MIRDC, prepare and submit proposal using prescribed form. 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 Assist the client in the preparation of 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 and		2 days	Assigned MPRD Researcher



	resubmit to R&D Committee.			
4. Review Memorandum of Agreement (MOA) and provide feedback	4.1 Once the proposal is approved, prepare and send copy of the Memorandum of Agreement (MOA) to Customer for comments to MIRDC-Legal	None	2 days	Assigned MPRD researcher
	4.2 Review feedback and amend MOA as needed		1 day	Assigned MPRD Researcher
	4.3 Prepare 5 copies of revised MOA and send back to client for signing		2 days	Assigned MPRD Researcher
5. Sign the 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	None	3 days	Assigned MPRD Researcher
	5.2 Return agency signed copy of the Contract/MOA to client for notarization		1 day	Assigned MPRD Researcher
6. Submit copy of the notarized MOA. Secure one (1) copy.	6.1 Receive notarized MOA  6.2 Fill-out two (2) copies of Project Order (PO) Form	None	10 minutes	Assigned MPRD Researcher



7. Review and sign two (2) copies of PO.  Receive one (1) copy of PO.	7.1 Review and Sign PO by Receiving staff  7.2 Issue a copy of PO to client	None	5 minutes	Chief, MPRD  Assigned MPRD Researcher
8. Present Visitor's Pass for signature	8.1 Sign and return Visitor's Pass	None	1 minute	MPRD staff
9. Proceed to Cashier's Office "Order of Payment" Window and present the PO for payment	9.1 Receive and Review the PO  9.2 Create Order of Payment manually.  9.3 Reflect invoice details or application of deposit if there is any;  9.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).	None	20 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>10. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of PO stamped "PAID"</p>	<p>10.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>10.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>10.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Contract Cost highly dependent on the complexity, duration and deliverables of the project</p>	<p>5 minutes</p>	<p><i>Administrative Officer V, Finance and Admin Division</i></p> <p><i>and</i></p> <p><i>Administrative Officer V, Cashier,</i></p> <p><i>AGSS, Finance and Admin Division</i></p>
<p>11. None</p>	<p>11.1 Implement Research and Development project based on approved workplan / duration</p> <p>11.2 Inform customer on the completion of the project</p>	<p>None</p>	<p>Depending on the agreed / required project scope and duration</p>	<p>Assigned MPRD Researcher</p>

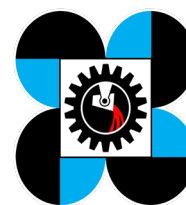




12. Proceed to MPRD, present copy of OR and PO, Accept/receive R&D Project output/s and documents	12.1 Turn-over /release the Research and Development Project Output/s.	None	1 hour	MPRD-DHO, Assigned
	12.2 Prepare and request the customer to sign the Property Entry/Exit Slip, Acknowledgement Receipt of Equipment, Certificate of Project Completion and/or Certificate of Acceptance, as applicable.		1 hour	MPRD Researcher
13. Fill out Customer Satisfaction Survey and submit to Phys Met staff	13.1 Issue Customer Satisfaction Survey	None	5 minutes	Assigned MPRD Researcher
	<b>Total</b>		<b>27 days 4 hours 17 minutes</b> (not including actual implementation)	



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	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

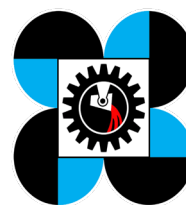
### 1. Physical Metallurgy Laboratory Testing Services - Energy Dispersive Spectroscopy (EDS)

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.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2. Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or One (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, Titanium Building	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	10 minutes	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory or Metals Technologist IV</i>
	1.2 Label sample/s submitted and mark agreed orientation/test area		10 minutes	<i>Physical Metallurgy Laboratory or Metals Technologist II</i>
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	<i>Physical Metallurgy Laboratory</i>
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually.	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section</i>



	<p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>			<p>Or Administrative Officer V Financial Management Section</p>
<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Php 2,000.00/ sample</p> <p>plus</p> <p><b><u>SEM Fees:</u></b> Conductive Sample Php 2,000.00/sample</p> <p>Non-conductive Sample Php 2,600.00/sample</p> <p>plus</p> <p><b><u>Other Fees:</u></b> Refer to Metallurgical Sample Preparation</p>	5 minutes	<p>Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division</p>



6. None	6.1 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
	6.2 Conduct of SEM Viewing and EDS analysis		1 day 4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.3 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.4 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
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO	None	5 minutes	- same as step 1 -



present the JO and Official Receipt	(Phys Met copy) and return OR to client			
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates  8.2 Return samples to Client	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>3 days 6 hours 15 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.

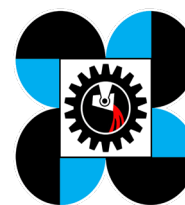




## 2. Physical Metallurgy Laboratory Testing Services - Failure investigation/Failure Analysis

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.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 one (1) copy to Physical Metallurgy and bring School ID			School/University where the student is enrolled	
2. <b>Claiming of test certificates</b>				
2.1. One (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Titanium Building	
2.2. One (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. One (1) Company ID/School ID and/or one (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, Titanium Building	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	



	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually.  4.3 Reflect invoice details or application of deposit if there is any;  4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section</i>



<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Failure Investigation PhP 25,000.00/ case</p> <p>plus</p> <p><b><u>Physical Metallurgy Test Fees (as deemed necessary)</u></b> Refer to Table of Fees below</p>	<p>5 minutes</p>	<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>
<p>6. None</p>	<p>6.1 Conduct visual inspection</p> <p>6.2 Thorough labeling/tagging of sample/s (if necessary, such as in wire ropes)</p>	<p>None</p>	<p>2 days</p> <p>5 days</p>	<p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or</p>



	6.3 Conduct Preparation and Macroexamination		5 days	<i>Metals Technologist II</i> Physical Metallurgy Laboratory
	6.4 Conduct Selection, Preparation, and Microexamination		9 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.5 Conduct Selection, Preparation, Examination and Analysis on Metallographic Sections		2 days 4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.6 Fracture determination or failure mode		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.7 Correlation of results with other submitted test results		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.8 Final analysis and conclusion		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.9 Encode /Print/ Sign Test Certificate/s by Analyst and Technician		4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.10 Prepare Failure			<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory



	Analysis Report		5 days	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	6.11 Checking and signing of Test Certificate/s and Failure Analysis Report		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>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file	8.1 Issues and explains (if requested by client) Test	None	30 minutes	- same as step 1 -



copy of JO; sign and receive copy of reports/ certificates and samples	Reports/ Certificates  8.2 Return samples to Client			
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
		<b>TOTAL</b>	<b>34 days 2 hours 25 minutes</b>	



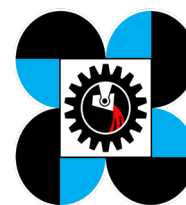
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Witnessing during testing is requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Physical Metallurgy Laboratory, Titanium Building	Reckoning of target date of completion will 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 Section	Separate target processing time and may be added to the total duration of this service.
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, Titanium Building	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

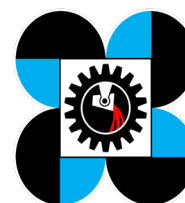
<b>Physical Metallurgy</b>	<b>Cost/sample</b>
A. Metallography (inclusive of grinding, polishing, etching, one (1) high magnification photo and one (1) low magnification photo printed in test report)	
Plain Carbon Steel	1,600.00
Cast Iron	2,000.00
Aluminum/Aluminum Alloy	2,050.00
Copper/Copper Alloy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



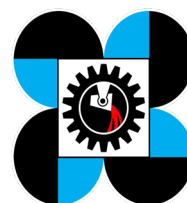
### 3. *Physical Metallurgy Laboratory Testing Services - Fractographic Evaluation*

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.

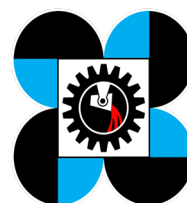
<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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



1.1 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)	
1.2 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide one (1) copy to Physical Metallurgy and bring School ID			School/University where the student is enrolled	
2. Claiming of test certificates				
2.1. One (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Titanium Building	
2.2. One (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. One (1) Company ID/School ID and/or one (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, Titanium Building	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
	1.2 Label sample/s (preliminary) submitted and mark agreed orientation/test area		10 minutes	Physical Metallurgy Laboratory or Metals Technologist II
	1.3 Generate Job Order (JO) in two (2) copies		5 minutes	Physical Metallurgy Laboratory



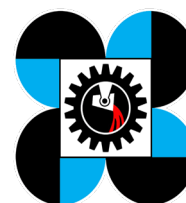
	1.4 Update Google Monitoring Sheet		3 minutes	
2. Review and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually.  4.3 Reflect invoice details or application of deposit if there is any;  4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section</i>



<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Fractographic Evaluation PhP 7,000.00/ sample plus</p> <p><b><u>Physical Metallurgy Test Fees (as deemed necessary)</u></b> Refer to Table of Fees below</p>	<p>5 minutes</p>	<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>
<p>6. None</p>	<p>6.1 Conduct visual inspection</p> <p>6.2 Thorough labeling/tagging of sample/s (if necessary, such as in wire ropes)</p>	<p>None</p>	<p>2 days</p> <p>5 days</p>	<p><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</p>



	6.3 Conduct Preparation and Macroexamination		5 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.4 Conduct Selection, Preparation, and Microexamination		4 days 4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.5 Fracture determination or fracture mode		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.6 Correlation of results with other submitted test results		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.7 Final analysis and conclusion		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.8 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 day	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.9 Checking and signing of Test Certificate/s and Failure		1 day	<i>Supervising Science Research Specialist</i>

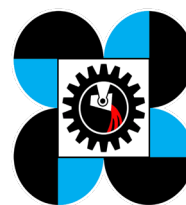


	Analysis Report			Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates 8.2 Return samples to Client	None	15 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>22 days 6 hours 10 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	Separate target processing time and may be added to the total duration of this service.
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, Titanium Building	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

<b>Physical Metallurgy</b>	<b>Cost/sample</b>
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
Low Alloy Steel/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 – In-Plant Metallographic Replication

Non-destructive sampling and inspection technique to replicate a microstructure, usually performed to plant equipment such as boilers, heaters, piping, etc.

<b>Office or Division:</b>	Materials and Process Research Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>1. Submission of request</b>				
Letter of Request addressed to the Head of Agency. Indicated in the letter are the following: a. Name of Plant/company and complete address where metallographic replication will be performed b. Schedule of in-plant metallographic replication c. Type of material of the samples/components d. Testing Points (with photographs of the components) e. Type of test that is required			Company/Industry requesting for testing	
<b>2. Claiming of test certificates</b>				
2.1. One (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Titanium Building	
2.2. One (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. One (1) Company 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 Letter of Request to the Chief SRS, MPRD	1.1 Discuss with concerned personnel	None	1 hour	Chief Science Research Specialist, MPRD Supervising Science



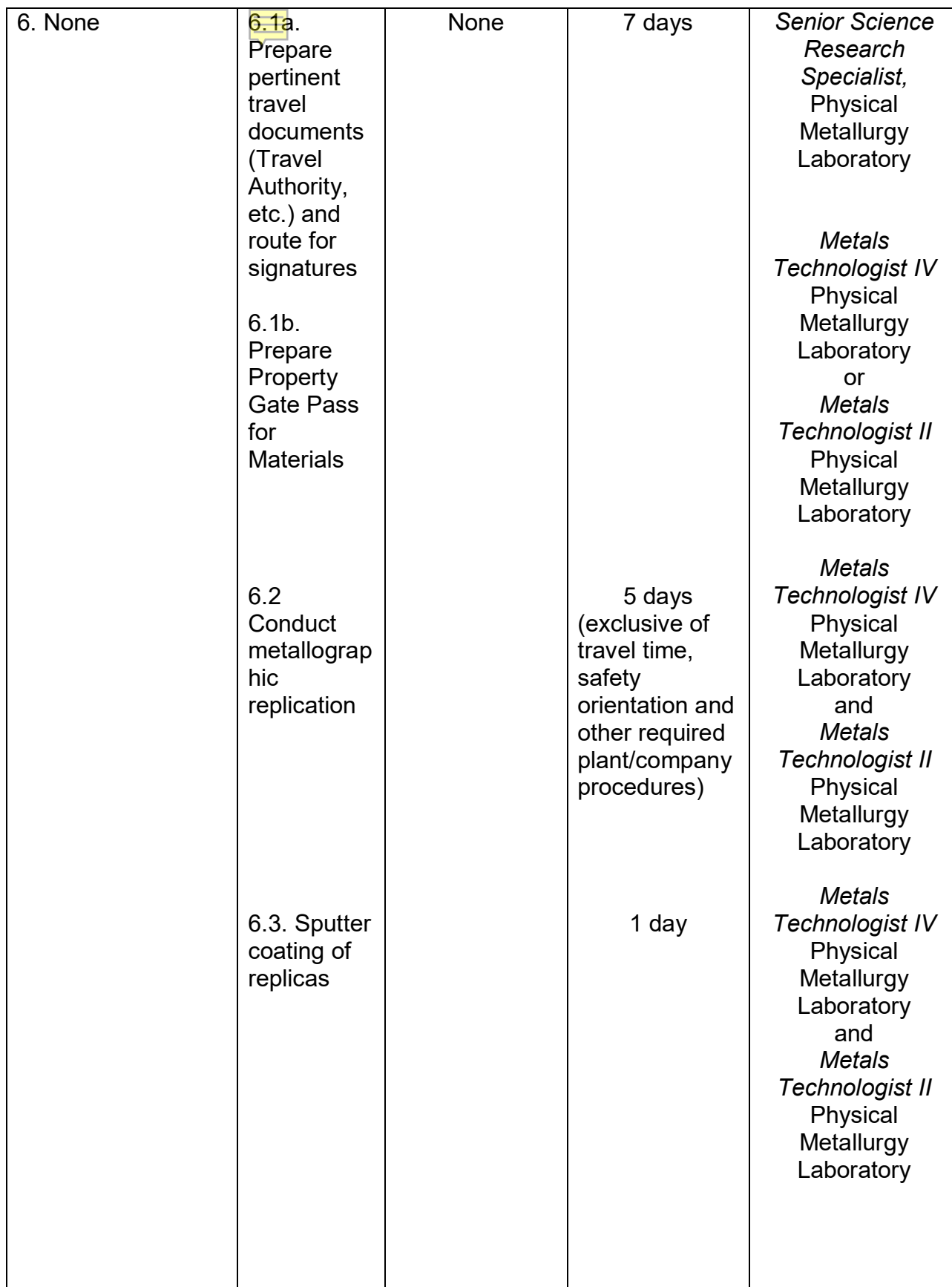
	<p>1.2 Evaluate required test, material type, availability of materials, equipment, and personnel on the requested dates, and discuss additional processes and other terms and conditions with client, if any</p> <p>1.3 Prepare quotation and send to client</p>		<p>3 days</p> <p>1 day</p>	<p><i>Research Specialist, Physical Metallurgy Laboratory or Senior Science Research Specialist, Physical Metallurgy Laboratory</i></p> <p><i>Supervising Science Research Specialist, Physical Metallurgy Laboratory or Senior Science Research Specialist, Physical Metallurgy Laboratory</i></p> <p><i>Senior Science Research Specialist, Physical Metallurgy Laboratory</i></p>
2. Proceed to Physical Metallurgy Laboratory, Titanium building, present quotation	2.1 Generate Job Order (JO) in two (2) copies	None	18 minutes	<i>Senior Science Research Specialist,</i>

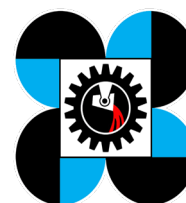


issued by MIRDC and Sign Two (2) copies of Job Order  Receive one (1) copy of JO	2.2 Update Google Monitoring Sheet  2.3 Review and Sign JO by Receiving staff  2.4 Issue a copy of JO to client			Physical Metallurgy Laboratory or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
3. Present Visitor's Pass for signature	3.1 Sign and receive Visitor's Pass	None	1 minute	- same as step 2 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually.  4.3 Reflect invoice details or application of deposit if there is any;  4.4 Forward O.P. and other documents to Cashier for	None	15 minutes	<i>Administrative Officer IV</i> <i>Financial Management Section</i> Or <i>Administrative Assistant II,</i> <i>Financial Management Section</i> Or <i>Administrative Officer V</i> <i>Financial Management Section</i>



	issuance of Official Receipt (O.R.).			
5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Metallography Test Fees (Refer to table of fees below)</p> <p>plus</p> <p>Php 600.00/ replica for sputter coating</p>	5 minutes	<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>





	6.4 Conduct of Microscope Viewing and Evaluation		4 days	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	6.5 Encode/ Print/ Sign Test Certificate/s		2 days	<i>Senior Science Research Specialist Physical Metallurgy Laboratory</i>
	6.6 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>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building, present the JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 2 -
8. Sign and receive copy of reports/ certificates	8.1 Issues and explains (if requested by client) Test	None	10 minutes	- same as step 2 -



	Reports/ Certificates			
9. Fill out Customer Satisfaction Survey and submit to Phys Mets staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 2 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 2 -
	<b>TOTAL</b>		<b>24 days 2 hours</b>	

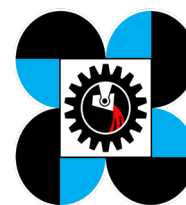
### Table of Fees

<b>Physical Metallurgy</b>	<b>Cost/replica</b>
Metallography	
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
Low Alloy Steel/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





SITUATION	ACTION	LOCATION OF ACTION	REMARKS
Up to ten (10) samples can be prepared and replicated per day.	Appropriate number of days will be added for every additional samples.	Requesting plant/ company	A maximum of 50 samples can be prepared and replicated for the estimated five (5) days conduct of metallographic replication.
More than 50 replicas were requested	Appropriate number of days will be added to viewing and evaluation for every additional samples.	Physical Metallurgy Laboratory	A maximum of 50 replicas can be viewed and evaluated for the estimated four (4) days processing time.
Total processing time does not include the time allotted by client in reviewing the quotation prior to signing of Job Order and the travel time from MIRDC to plant/company and vice versa for the actual conduct of job.			



### 3. 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.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 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)
1.3 For students: Write Letter of Request for Discount to Executive Director endorsed by adviser and Provide one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2. Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or (1) government issued ID		Company requesting for testing



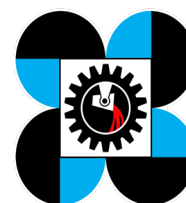
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample for testing and other requirements to Physical Metallurgy, Titanium Building	1.1 Evaluate sample/s and discuss additional required tests not available in physical metallurgy laboratory	None	20 minutes	<i>Senior Science Research Specialist, Physical Metallurgy Laboratory</i> or <i>Metals Technologist IV Physical Metallurgy Laboratory</i> or <i>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 and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -



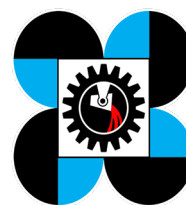
<p>4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment</p>	<p>4.1 Receive and Review the JO</p> <p>4.2 Create Order of Payment manually.</p> <p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section</i></p>
<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check,</p>	<p>PhP 1,850.00/ sample</p>	<p>5 minutes</p>	<p><i>Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division</i></p>



	<p>review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>			
6. None	<p>6.1 Conduct visual inspection</p> <p>6.2 Conduct Preparation and Document using Camera or Stereomicro scope</p>	None	<p>2 days</p> <p>2 days</p>	<p><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</p> <p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p>



	<p>6.3 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician</p> <p>6.4 Checking and signing of Test Certificate/s and Failure Analysis Report</p>		<p>4 hours</p> <p>1 day</p>	<p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p> <p><i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory</p>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	<p>7.1 Check JO and OR</p> <p>7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client</p>	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	<p>8.1 Issues and explains (if requested by client) Test Reports/ Certificates</p> <p>8.2 Return samples to Client</p>	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey	9.1 Issue Customer	None	5 minutes	- same as step 1 -



and submit to Phys Met staff	Satisfaction Survey			
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>5 days 5 hours 20 minutes</b>	

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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	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 - Metallography

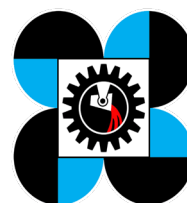
Metallography describes the microstructure and micro constituents of a metal using microscopy.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2 Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or one (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 Laboratory, Titanium Building	1.1 Evaluate sample/s and discuss additional processes, if necessary	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 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 and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
	2.2 Issue a copy of JO to client			
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II,</i>
	4.2 Create Order of			



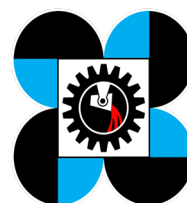
	<p>Payment manually.</p> <p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>			<p><i>Financial Management Section</i>  <i>Or Administrative Officer V</i>  <i>Financial Management Section</i></p>
<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p>	<p>Plain Carbon Steel  PhP 1,600.00/  sample</p> <p>Cast Iron  PhP 2,000.00/  sample</p> <p>Aluminum/  aluminum alloy  PhP 2,050.00  /sample</p> <p>Copper/Copper Alloy  PhP 2,200.00/  sample</p>	<p>5 minutes</p>	<p><i>Administrative Officer V</i>  Cashier,  Finance and Admin Division  or  <i>Administrative Officer II</i>  Cashier,  Finance and Admin Division</p>



	5.3 Release to Customer Official Receipt and all billing documents except accounting copy.	<p>Stainless Steel; Low Alloy and High Alloy Steel PhP 2,250.00/ sample</p> <p>Boiler Tubes; Galvanized Sheet Php 2,500.00/ sample</p> <p>Multi-layered Bearings Php 2,600.00/ sample</p> <p>Weldments PhP 3,500.00/ sample</p> <p>Lead/Lead Alloy PhP 3,800.00/ sample</p> <p>Fees inclusive of grinding, polishing, etching, 1 high mag and 1 low mag photo printed in test report</p> <p>plus</p>		<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>
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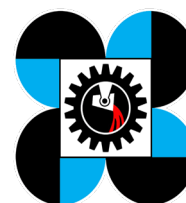
		<b>Other Fees:</b> Refer to Metallurgical Sample Preparation		
6. None	6.1 Conduct sample preparation (cutting, mounting, grinding, polishing, etching)	None	2 days	<i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
	6.2 Conduct of Microscope Viewing	None	4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.3 Evaluation of Microstructures		2 days	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.4 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.5 Checking and signing of Test Certificate/s		1 day	<i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and



				<i>Chief Science Research Specialist Physical Metallurgy Laboratory</i>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates  8.2 Return samples to Client	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and Submit to Phys Met Staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>5 days 6 hours 35 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	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 - 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.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2 Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or one (1) government issued ID		Company requesting for testing



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample to Physical Metallurgy, Titanium Building	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	20 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
	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 and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -

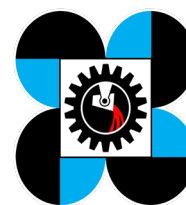




4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	<p>4.1 Receive and Review the JO</p> <p>4.2 Create Order of Payment manually.</p> <p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	None	15 minutes	<p><i>Administrative Officer IV</i>  <i>Financial Management Section</i>  Or  <i>Administrative Assistant II,</i>  <i>Financial Management Section</i>  Or  <i>Administrative Officer V</i>  <i>Financial Management Section</i></p>
5.4. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p>	<p>Cutting PhP 140.00 / sample</p> <p>Hot Mounting PhP 80.00/ sample</p> <p>Cold Mounting PhP 360.00/ sample</p> <p>Metallographic Grinding PhP 400.00/ sample</p>	5 minutes	<p><i>Administrative Officer V</i>  Cashier,  Finance and Admin Division  or  <i>Administrative Officer II</i>  Cashier,  Finance and Admin Division</p>



	<p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>Metallographic Polishing Php 350.00/ sample</p> <p>Etching Php 120.00/ sample</p>		
6. None	<p>6.1 Cutting</p> <p>6.2 Mounting</p> <p>6.3 Grinding</p> <p>6.4 Polishing</p> <p>6.5 Cleaning (ultrasonic)</p> <p>6.6 Etching</p>	None	<p>4 hours</p> <p>3 hours</p> <p>3 hours</p> <p>2 hours</p> <p>30 minutes</p> <p>15 minutes</p>	<p><i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory</p>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt; or samples will be endorsed to appropriate MIRDC laboratory for subsequent testing.	<p>7.1 Check JO and OR</p> <p>7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client</p>	None	5 minutes	- same as step 1 -



8. Sign "Items retrieved by:" on laboratory's file copy of JO and receive samples	8.1 Return samples to Client	None	5 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>1 day 6 hours 5 minutes</b>	

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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



## 8. 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.

<b>Office or Division:</b>	Materials and Process Research Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>1. Submission of chemical analysis results</b>				
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 one (1) copy to Physical Metallurgy and bring School ID			School/University where the student is enrolled	
<b>2. Claiming of test certificates</b>				
2.1. One (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Titanium Building	
2.2. One (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for testing	
2.4. One (1) Company ID/School ID and/or one (1) government issued ID			Company requesting for testing	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit chemical analysis result and other applicable requirements to Physical Metallurgy,	1.1 Generate Job Order (JO) in two (2) copies	None	5 minutes	Senior Science Research Specialist, Physical Metallurgy Laboratory



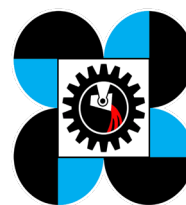
Titanium Building (for clients with chemical analysis already); otherwise, avail Metals Identification service from ATD-DHO. Skip to Step 6 to claim results.	1.2 Update Google Monitoring Sheet		3 minutes	or <i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory
2. Review and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually. 4.3 Reflect invoice details or application of deposit if there is any;  4.4 Forward O.P. and other documents to Cashier	None	15 minutes	<i>Administrative Officer IV</i> <i>Financial Management Section</i> Or <i>Administrative Assistant II,</i> <i>Financial Management Section</i> Or <i>Administrative Officer V</i> <i>Financial Management Section</i>



	for issuance of Official Receipt (O.R.).			<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II, Financial Management Section Or Administrative Officer V Financial Management Section</i>
5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official</p>	PhP 750.00/ sample	5 minutes	<i>Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division</i>

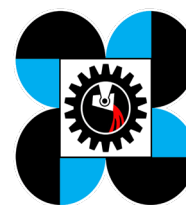


	Receipt and all billing documents except accounting copy.			
6. None	<p>6.1 Evaluate the result against available reference standard and handbook</p> <p>6.2 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician</p> <p>6.3 Checking and signing of Test Certificate/s</p>	None	<p>2 days</p> <p>50 minutes</p> <p>1 day</p>	<p><i>Senior Science Research Specialist Physical Metallurgy Laboratory</i></p> <p><i>Senior Science Research Specialist Physical Metallurgy Laboratory</i></p> <p><i>Supervising Science Research Specialist Physical Metallurgy Laboratory and Chief Science Research Specialist Physical Metallurgy Laboratory</i></p>
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	<p>7.1 Check JO and OR</p> <p>7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client</p>	None	5 minutes	- same as step 1 -



8. Sign and receive copy of reports/ certificates	8.1 Issues and explains (if requested by client) Test Reports/ Certificates	None	5 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>3 days 1 hour 40 minutes</b>	

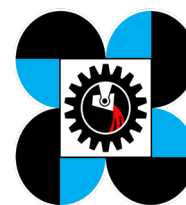




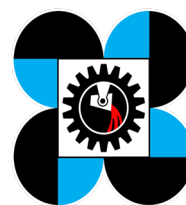
## 9. Physical Metallurgy Laboratory Testing Services - Photomicrography

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

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
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 one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2. Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or one (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, Titanium Building	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	10 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 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 and sign two (2) copies of JO. Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff	None	5 minutes	- same as step 1 -
	2.2 Issue a copy of JO to client			
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II,</i>
	4.2 Create Order of Payment manually.			



	<p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>			<p><i>Financial Management Section Or Administrative Officer V Financial Management Section</i></p>
<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>	<p>PhP 80.00 per photo-micrograph</p> <p>plus</p> <p><b><u>Other Fees:</u></b> Refer to Metallurgical Sample Preparation</p>	<p>5 minutes</p>	<p><i>Administrative Officer V Cashier, Finance and Admin Division or Administrative Officer II Cashier, Finance and Admin Division</i></p>



6. None	6.1 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
	6.2 Conduct of Microscope Viewing		4 hours	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.3 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician		1 hour	<i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory
	6.4 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
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO	None	5 minutes	- same as step 1 -



	(Phys Met copy) and return OR to client			
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates  8.2 Return samples to Client	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>3 days 6 hours 15 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	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 - Scanning Electron Microscope (SEM)

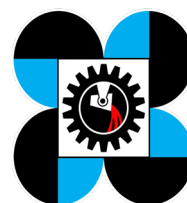
Evaluation of samples using the Scanning Electron Microscope.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of samples</b>		
1.1 Sample/s for testing (maximum of 4 inches in width, 3 inches in height) <ul style="list-style-type: none"><li>-Bigger/thicker samples may require additional cutting/sectioning process to fit in SEM</li><li>-Smaller/thinner samples may require additional mounting process</li></ul>		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 one (1) copy to Physical Metallurgy and bring School ID		School/University where the student is enrolled
<b>2 Claiming of test certificates</b>		
2.1. One (1) Original or Photocopy of issued Job Order (JO)		Physical Metallurgy, Titanium Building
2.2. One (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for testing
2.4. One (1) Company ID/School ID and/or one (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, Titanium Building	1.1 Evaluate sample/s and discuss additional processes, if necessary	None	10 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 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 and sign two (2) copies of JO.  Receive one (1) copy of JO.	2.1 Review and Sign JO by Receiving staff  2.2 Issue a copy of JO to client	None	5 minutes	- same as step 1 -
3. Present Visitor's Pass for signature	3.1 Sign and return Visitor's Pass	None	1 minute	- same as step 1 -
4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	4.1 Receive and Review the JO  4.2 Create Order of Payment manually.	None	15 minutes	<i>Administrative Officer IV Financial Management Section Or Administrative Assistant II,</i>

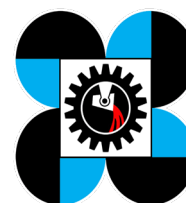




	<p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>			<p><i>Financial Management Section</i> Or <i>Administrative Officer V</i> <i>Financial Management Section</i></p>
<p>5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"</p>	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except</p>	<p>Conductive Sample Php 2,000.00/ sample</p> <p>Non-conductive Sample Php 2,600.00/ sample</p> <p>plus</p> <p><b><u>Other Fees:</u></b> Refer to Metallurgical Sample Preparation</p>	<p>5 minutes</p>	<p><i>Administrative Officer V</i> Cashier, Finance and Admin Division or <i>Administrative Officer II</i> Cashier, Finance and Admin Division</p>



	accounting copy.			
6. None	<p>6.1 Conduct sample preparation (cutting, mounting), if necessary</p> <p>6.2 Conduct of SEM Viewing and Evaluation</p> <p>6.3 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician</p> <p>6.4 Checking and signing of Test Certificate/s</p>	None	<p>1 day</p> <p>1 day 4 hours</p> <p>1 hour</p> <p>1 day</p>	<p><i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory</p> <p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p> <p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p> <p><i>Supervising Science Research Specialist</i> Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory</p>



7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates  8.2 Return samples to Client	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>3 days 6 hours 15 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	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, Titanium Building	May exceed the seven days processing time for complex process if more than five samples, depending on what sample preparations are needed.



## 11. 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.

<b>Office or Division:</b>	Materials and Process Research Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	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 one (1) copy to Physical Metallurgy and bring School ID			School/University where the student is enrolled	
2 Claiming of test certificates				
2.1. One (1) Original or Photocopy of issued Job Order (JO)			Physical Metallurgy, Titanium Building	
2.2. One (1) Original or Photocopy of issued Official Receipt			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
2.3. One (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company/Industry requesting for testing	
2.4. One (1) Company ID/School ID and/or one (1) government issued ID			Company/Industry 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, Titanium Building	1.1 Evaluate sample/s and discuss additional required tests not available in	None	20 minutes	Senior Science Research Specialist, Physical Metallurgy Laboratory or



	<p>physical metallurgy laboratory</p> <p>1.2 Label sample/s (preliminary ) submitted and mark agreed orientation/ test area</p> <p>1.3 Generate Job Order (JO) in two (2) copies</p> <p>1.4 Update Google Monitoring Sheet</p>		<p>5 minutes</p> <p>5 minutes</p> <p>3 minutes</p>	<p><i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory</p>
<p>2. Review and sign two (2) copies of JO.</p> <p>Receive one (1) copy of JO.</p>	<p>2.1 Review and Sign JO by Receiving staff</p> <p>2.2 Issue a copy of JO to client</p>	None	5 minutes	- same as step 1 -
<p>3. Present Visitor's Pass for signature</p>	<p>3.1 Sign and return Visitor's Pass</p>	None	1 minute	- same as step 1 -

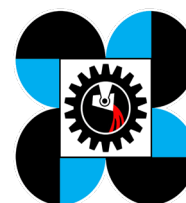


4. Proceed to Cashier's Office "Order of Payment" Window and present the JO for payment	<p>4.1 Receive and Review the JO</p> <p>4.2 Create Order of Payment manually.</p> <p>4.3 Reflect invoice details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	None	15 minutes	<p><i>Administrative Officer IV</i>  <i>Financial Management Section</i>  Or  <i>Administrative Assistant II,</i>  <i>Financial Management Section</i>  Or  <i>Administrative Officer V</i>  <i>Financial Management Section</i></p>
5. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of JO stamped "PAID"	<p>5.1 Receive documents and process Official Receipt based on the Order of Payment.</p> <p>5.2 Receive payment (cash) Stamp "PAID" all documents.</p> <p>If payment is in the form of check,</p>	<p>PhP 2,200.00/ sample</p> <p>plus</p> <p><b><u>Other Fees</u></b>  Hot Mount  PhP 80.00/ sample</p> <p>Cold Mount  PhP 360.00/ sample</p>	5 minutes	<p><i>Administrative Officer V</i>  Cashier,  Finance and Admin Division  or  <i>Administrative Officer II</i>  Cashier,  Finance and Admin Division</p>



	<p>review the check as to amount, date and signatory.</p> <p>5.3 Release to Customer Official Receipt and all billing documents except accounting copy.</p>			
6. None	<p>6.1 Mount the sample</p> <p>6.2 Conduct Measurement using optical microscope</p> <p>6.3 Encode/ Print/ Sign Test Certificate/s by Analyst and Technician</p> <p>6.4 Checking and signing of Test Certificate/s</p>	None	<p>1 hour</p> <p>4 hours</p> <p>1 hour</p> <p>1 day</p>	<p><i>Metals Technologist IV</i> Physical Metallurgy Laboratory or <i>Metals Technologist II</i> Physical Metallurgy Laboratory</p> <p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p> <p><i>Senior Science Research Specialist</i> Physical Metallurgy Laboratory</p> <p><i>Supervising Science Research Specialist</i></p>

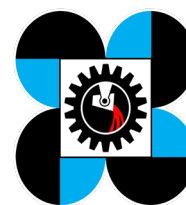




	and Failure Analysis Report			Physical Metallurgy Laboratory and <i>Chief Science Research Specialist</i> Physical Metallurgy Laboratory
7. Proceed to the Physical Metallurgy Laboratory, Titanium Building and present client's copy of JO and Official Receipt	7.1 Check JO and OR  7.2 Record OR No. and Amount on JO (Phys Met copy) and return OR to client	None	5 minutes	- same as step 1 -
8. Sign "Items retrieved by:", if applicable, on laboratory's file copy of JO; sign and receive copy of reports/ certificates and samples	8.1 Issues and explains (if requested by client) Test Reports/ Certificates  8.2 Return samples to Client	None	10 minutes	- same as step 1 -
9. Fill out Customer Satisfaction Survey and submit to Phys Met staff	9.1 Issue Customer Satisfaction Survey	None	5 minutes	- same as step 1 -
10. Present MIRDC Visitor's Pass for signature	10.1 Sign and return MIRDC Visitor's Pass	None	1 minute	- same as step 1 -
	<b>TOTAL</b>		<b>1 day 7 hours 20 minutes</b>	



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, Titanium Building	Reckoning of 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 Section	Separate target processing time.



### III. Additive Manufacturing Services

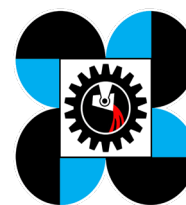
#### 1. Additive Manufacturing Services - Fused Filament Fabrication

3D printing of polymer materials using fused filament fabrication.

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of files</b>		
1.1 3D file specifications 1.1.1 3D model with maximum dimensions and minimum detail tolerance of: <ul style="list-style-type: none"> <li>• 500mm x 500mm x 2000mm; <math>\pm 0.6</math> mm</li> <li>• 330mm x 240mm x 300mm; <math>\pm 0.25</math> mm</li> <li>• 300mm x 300mm x 400mm; <math>\pm 0.4</math> mm</li> </ul> 1.1.2 3D files should be in STEP/STP, STL, OBJ, 3MF, AMF format 1.1.3 Detailed and signed fabrication drawing of components and assembly, as applicable		Company/Industry/Individual requesting for printing
1.2 The following information, if available 1.2.1 Material requirements 1.2.2 Mechanical requirements 1.2.3 Dimensional requirements		Company/Industry/Individual requesting for printing
1.3 For students/faculty: 1.3.1 Letter of Request for Discount addressed to Executive Director endorsed by adviser/immediate supervisor 1.3.2 School ID		School/University where the student/faculty is enrolled/employed
<b>2. Submission of signed Job Order (JO), raw materials, and other consumables</b>		
2.1 (1) Original Signed Job Order		Company/Industry/Individual requesting for printing
2.2 Raw materials, and other consumables, as applicable		Company/Industry/Individual requesting for printing



3. Releasing of 3D Printed Parts/Components				
3.1. (1) Original or Photocopy of issued Job Order (JO)			Process Research Section	
3.2. (1) Original of issued Official Receipt (OR)			Cashier Office, MIRDC-Finance and Administrative Division (FAD)	
3.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)			Company requesting for printing	
3.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for printing	
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Process Research Section (AMCen Bldg.) to inquire about the availability of printers, and to submit design files and other requirements	1.1 Evaluate files and discuss with the client the product specifications, parameters and print settings  1.2 Discuss the details for material and consumables provision	None	90 minutes	Senior Science Research Specialist and/or Science Research Specialist II and/or Metals Technologist V and/or Metals Technologist III, Process Research Section (AMCen)
2.Receive electronic copy of the Quotation, carefully review contents, and sign conforme upon approval.	2.1 Generate the Quotation and send an electronic copy to the client for review and signing	None	3 days	- same as step 1 -
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS PROCESSING TIME			3 days, 1 hour, 30 minutes	



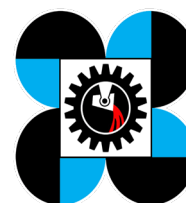
PHASE 2: JOB PROCESSING				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit signed Quotation and receive Job Order (JO)	3.1 Discuss the target date with the client  3.2 Generate two (2) hard copies of the Job Order and give one to the client for review	None	60 minutes	<i>Senior Science Research Specialist and/or Science Research Specialist II</i>
4. Review and sign the Job Order (JO), and submit customer-supplied material as agreed	4.1 Receive signed Job Order (JO)  4.2 Inspect the materials, put proper labels, and store them in a designated area  4.3 Provide the Property Entry/Exit Slip (PEES)	None	30 minutes	-same as step 3-
5. Fill-out Property Entry/Exit Slip (PEES) for all materials supplied/ provided	5.1 Receive the filled out and signed Property Entry/Exit Slip (PEES)	None	10 minutes	-same as step 3-
None	5.2 Execution of the 3D printing service.  5.3 Evaluate 3D printed product (conduct measurement for dimensional accuracy), if necessary	None	15 calendar days	- same as step 3 -
PHASE 2: JOB PROCESSING TIME			15 Days, 1 hour, 40 minutes	



PHASE 3: RELEASE OF 3D PRINTED PRODUCTS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive notice of job completion	6.1 Notify the client through email upon completion of the requested service.	None	10 minutes	- same as step 3 -
7. Inspect the 3D printed product/s. Receive and sign the Delivery Receipt (DR)	7.1 Present product/s to the client  7.2 Generate and provide five (5) copies of the Delivery Receipt (DR) to client	None	45 minutes	- same as step 3 -
8. Proceed to the Cashier's Office "Order of Payment" Window	None	None	10 minutes	None
9. Present copy of requirements to the Cashier	9.1 Receive and review documents presented. As needed, ask the customer to receive invoice/SOA  9.2 Create Order of Payment (O.P.).  9.3 Reflect invoice details or application of deposit if there is any;  9.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).	None	5 minutes	Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section or Administrative Officer V, Financial Management Section



<p>10. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of Delivery Receipt and other billing documents</p>	<p>10.1 Receive documents and process Official Receipt based on the Order of Payment.</p>	<p>Files with maximum dimension of 500mm x 500mm x 2000mm PhP 322.44/hr</p> <p>Files with maximum dimension of 330mm x 240mm x 300mm PhP 209.01/hr</p> <p>Files with maximum dimension of 300mm x 300mm x 400mm PhP 305.47/hr</p> <p>Fees inclusive of removing supports</p> <p><b><u>Other Fees:</u></b> Pre- and Post-Processing</p> <p>Sintering Furnace: PhP 281.67/hr</p>	<p>5 minutes</p>	<p><i>Administrative Officer V, Administrative and General Services Section or Administrative Officer II, Administrative and General Services Section</i></p>
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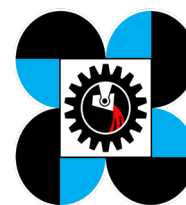
11. Proceed to Process Research Section (AMCen Bldg.) and present the OR and the stamped DR	11.1 Record the OR No. and the amount paid	None	15 minutes	- same as step 3 -
12. Secure PEES and Customer's copy of DR and receive the 3D printed product/s	12.1 Issue filled out and signed PEES, and stamped "RELEASED" on the DR  12.2 Retrieve both Master's and Extra copy of the DR  12.3 Release product/s to client	None	30 minutes	- same as step 3 -
13. Fill out the Citizen/Client Satisfaction Survey (CCSS)	13.1 Receive the filled out CCSS from the client	None	15 minutes	- same as step 3 -
<b>PHASE 3 RELEASE OF 3D PRINTED PRODUCTS PROCESSING TIME</b>			<b>2 hours, 15 minutes</b>	
<b>TOTAL PROCESSING TIME</b>			<b>18 days 5 hours 25 minutes</b>	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If the client's job request exceed the following dimensions or parameters:  For files with maximum dimension of 500mm x 500mm x 2000mm Volume: 400mm x 400mm x 1000mm Infill: 10%	Inform the client that the duration of the 3D printing service will exceed 15 days.  Set a target date with the appropriate number of days added to accommodate the client's request as	Process Research Section, AMCen	Target date of completion will be reflected in the Job Order to be conformed by the client





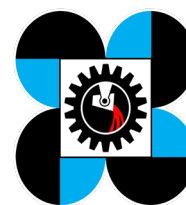
<p>Approx. Weight: 25600g Print speed: 40mm/s Layer height 0.5mm</p> <p>Files with maximum dimension of 330mm x 240mm x 300 mm Volume: 320mm x 230mm x 290mm Infill: 20% Approx. Weight: 5750g Print speed: 60mm/s Layer height 0.2mm</p> <p>Files with maximum dimension of 300mm x 300mm x 400mm Volume: 285mm x 290mm x 390mm Infill: 10% Approx. Weight 4960g Print speed: 40mm/s Layer height: 0.3mm</p>	agreed by both parties.		
Witnessing during 3D printing preparation requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Process Research Section, AMCen	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Printed items additional machining and quality assurance requirements	Client to enter job in TSSS.	Technical Solution Services	Separate target processing time.
Client requests for copy of printing parameters used for the JO	MIRDC can provide Printing Parameter Sheet, if available	Process Research Section, AMCen	Available upon request



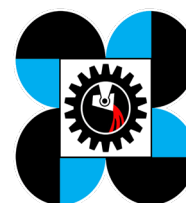
## 2. Additive Manufacturing Services - Fused Granular Fabrication

3D printing of polymer materials using pellets.

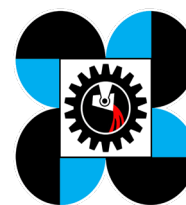
<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Submission of files</b>		
1.1 3D file specifications 1.1.1 3D model with maximum dimensions and minimum detail tolerance of: <ul style="list-style-type: none"> <li>• 1100mm x 850mm x 620mm; <math>\pm 3.0</math> mm</li> <li>• 600mm x 760mm x 600mm; <math>\pm 2.0</math> mm</li> </ul> 1.1.2 3D files should be in STEP/STP, STL, OBJ, 3MF, AMF format 1.1.3 Detailed and signed fabrication drawing of components and assembly, as applicable.		Company/Industry/Individual requesting for printing
1.2 Following information, if available 1.2.1 Material requirements 1.2.2 Mechanical requirements 1.2.3 Dimensional Requirements		Company/Industry/Individual requesting for printing
1.3 For students/faculty: 1.3.1 Letter of Request for Discount addressed to Executive Director endorsed by adviser/ immediate supervisor 1.3.2 School ID		School/University where the student/faculty is enrolled/employed
<b>2. Submission of signed Job Order (JO), raw materials, and other consumables</b>		
2.1 (1) Original Signed Job Order		Company/Industry/Individual requesting for printing
2.2 Raw materials, and other consumables, as applicable		Company/Industry/Individual requesting for printing
<b>3. Releasing of 3D Printed Parts/Components</b>		
3.1. (1) Original or Photocopy of issued Job Order (JO)		Process Research Section
3.2. (1) Original or Photocopy of issued Official Receipt		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
3.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for printing



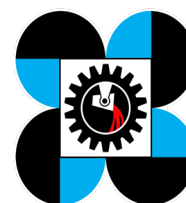
3.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for printing	
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Process Research Section (AMCen Bldg.) to inquire about the availability of printers, and to submit design and other requirements.	1.1 Evaluate files and discuss with the client product specifications, parameters, and print settings  1.2 Discuss the details for material and consumables provision	None	90 minutes	Senior Science Research Specialist and/or Science Research Specialist II and/or Metals Technologist V and/or Metals Technologist III, Process Research Section (AMCen)
2. Receive electronic copy of the Quotation, carefully review contents, and sign <i>conforme</i> upon approval	2.1 Generate the Quotation and send an electronic copy to the client for review and signing	None	3 days	- same as step 1 -
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS PROCESSING TIME			3 days, 1 hour, 30 minutes	
PHASE 2: JOB PROCESSING				
3. Submit signed Quotation, receive Job Order (JO)	3.1 Discuss the target date with the client.  3.2 Generate two (2) hard copies of the Job Order, and give one to	None	60 minutes	Senior Science Research Specialist and/or Science Research Specialist II



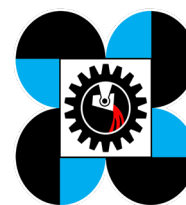
	the client for review.			
4. Review, and sign the Job Order (JO) and submit customer supplied material as agreed	4.1 Receive signed Job Order (JO).  4.2 Inspect the materials, put proper labels, and store them in a designated area.  4.3 Provide the Property Entry/Exit slip (PEES)	None	30 minutes	- same as step 3 -
5. Fill-out Property Entry/Exit Slip (PEES) for all materials supplied / provided	5.1 Receive the filled out and signed Property Entry/Exit Slip (PEES)	None	10 minutes	- same as step 3 -
None	5.2 Execution of the 3D printing service.  5.3 Evaluate 3D printed product (conduct measurement for dimensional accuracy), if necessary.	None	15 calendar days	- same as step 3 -
PHASE 2: JOB PROCESSING TIME			15 days, 1 hour, 40 minutes	
PHASE 3: RELEASE OF 3D PRINTED PRODUCTS				
6. Receive notice of job completion	6.1 Notify the client through email upon completion of the requested service	None	10 minutes	- same as step 3 -
7. Inspect the 3D printed product/s. Receive and	7.1 Present product/s to the client	None	45 minutes	- same as step 3 -



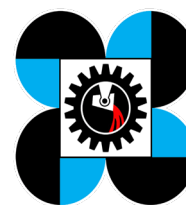
sign the Delivery Receipt (DR)	7.2 Generate and provide five (5) copies of the Delivery Receipt (DR) to client			
8. Proceed to the Cashier's Office	None	None	10 minutes	None
9. Present copy of requirements to the Cashier	<p>9.1 Receive and review documents presented. As needed, ask the customer to receive invoice/SOA</p> <p>9.2 Create Order of Payment (O.P.).</p> <p>9.3 Reflect invoice details or application of deposit if there is any;</p> <p>9.4 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>
10. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of Delivery Receipt and other billing documents	10.1 Receive documents and process Official Receipt based on the Order of Payment.	<p>Files with maximum dimension of 1100mm x 8500mm x 620mm PhP 895.38/hr</p> <p>Files with maximum</p>	5 minutes	<p><i>Administrative Officer V, Administrative and General Services Section</i> or <i>Administrative Officer II, Administrative and General Services Section</i></p>



		dimension of 600mm x 760mm x 600mm PhP 344.32/hr  Fees inclusive of removing supports <u><b>Other Fees:</b></u> Material		
11. Proceed to Process Research Section (AMCen Bldg.) and present the OR and the stamped DR	11.1 Record the OR No. and the amount paid	None	15 minutes	- same as step 3 -
12. Secure PEES and Customer's copy of DR and receive the 3D printed product/s	12.1 Issue filled out and signed PEES, and stamp "RELEASED" on the DR  12.2 Retrieve both Master's and Extra copy of the DR  12.3 Release product/s to client	None	30 minutes	- same as step 3 -
13. Fill out the Citizen/Client Satisfaction Survey (CCSS)	13.1 Receive the filled out CCSS from the client	None	15 minutes	- same as step 3 -
<b>PHASE 3 RELEASE OF 3D PRINTED PRODUCTS PROCESSING TIME</b>			<b>2 hours, 15 minutes</b>	
<b>TOTAL TIME</b>			<b>18 days, 5 hours, 25 minutes</b>	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
<p>If the client's job request exceeds the following dimensions or parameters:</p> <p>For files with maximum dimension of 1100mm x 850mm x 620mm Volume: 950mm x 750mm x 470mm Infill: 50% Approx. Weight: 157300g Print speed: 25mm/s Layer height 2mm</p> <p>Files with maximum dimension of 600mm x 760mm x 600 mm Volume: 575mm x 750mm x 600mm Infill: 70% Approx. Weight: 177500g Print speed: 25mm/s Layer height 2mm</p>	<p>Inform the client that the duration of the 3D printing service will exceed 15 days.</p> <p>Set a target date with the appropriate number of days added to accommodate the client's request as agreed by both parties.</p>	Process Research Section, AMCen	Target date of completion will be reflected in the Job Order to be conformed by the client
Witnessing during 3D printing preparation requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Process Research Section, AMCen	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Printed items additional machining and quality assurance requirements	Client to enter job in TSSS.	Technical Solution Services	Separate target processing time.
Client requests for copy of printing parameters used for the JO	MIRDC can provide Printing Parameter Sheet, if available	Process Research Section, AMCen	Available upon request

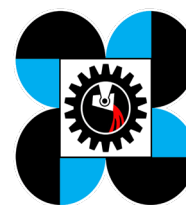


### 3. Additive Manufacturing Services - Powder Bed Fusion

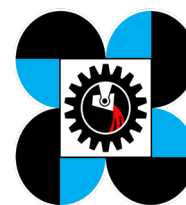
Brief Description of the Service: 3D printing of metal using metallic powders

<b>Office or Division:</b>	Materials and Process Research Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Submission of files</b>		
1.1 3D file specifications 1.1.1 3D model with maximum dimensions and minimum detail tolerance of: <ul style="list-style-type: none"><li>250mm x 250mm x 300mm; ±60µm</li></ul> 1.1.2 3D files should be in STL, OBJ, 3MF, AMF format 1.1.3 Detailed and signed fabrication drawing of components and assembly, as applicable		Company/Industry/Individual requesting for printing
1.2 Following information, if available 1.2.1 Material requirements 1.2.2 Mechanical requirements 1.2.3 Dimensional requirements		Company/Industry/Individual requesting for printing
1.3 For students/faculty: 1.3.1 Letter of Request for Discount addressed to Executive Director endorsed by adviser/immediate supervisor 1.3.2 School ID		School/University where the student/faculty is enrolled/employed
<b>2. Submission of signed Job Order (JO), raw materials, and other consumables</b>		
2.1 (1) Original Signed Job Order		Company/Industry/Individual requesting for printing
2.2 Raw materials, and other consumables, as applicable		Company/Industry/Individual requesting for printing
<b>3. Releasing of 3D Printed Parts/Components</b>		
3.1. (1) Original or Photocopy of issued Job Order (JO)		Process Research Section
3.2. (1) Original or Photocopy of issued Official Receipt (OR)		Cashier Office, MIRDC-Finance and Administrative Division (FAD)
3.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)		Company requesting for printing

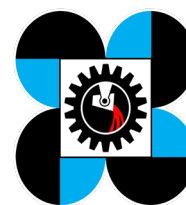




3.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for printing	
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Process Research Section (AMCen) to inquire about the availability of printers, and to submit design files and other requirements	1.1 Evaluate files and discuss internally parameters printer settings and additional post-processing requirement  1.2 Discuss and agree with the client on the parameters, settings of the printer, additional processes including post-processing requirements	None	90 minutes	Senior Science Research Specialist and/or Science Research Specialist II and/or Metals Technologist V and/or Metals Technologist III, Process Research Section (AMCen)
2.Receive electronic copy of the Quotation, carefully review contents, and sign <i>conforme</i> upon approval.	2.1 Generate the Quotation and send an electronic copy to the client for review and signing	None	3 Days	- same as step 1 -
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS PROCESSING TIME			3 days, 1 hour, 30 minutes	
PHASE 2: JOB PROCESSING				
3. Submit signed quotation, and receive Job Order (JO)	3.1 Discuss the target date with the client	None	60 minutes	Senior Science Research Specialist and/or



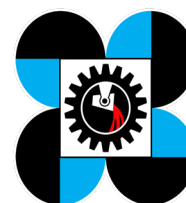
	3.2 Generate two (2) hard copies of the Job Order and give one to the client for review			<i>Science Research Specialist II</i>
4. Review and sign the Job Order (JO), and submit customer-supplied material as agreed	4.1 Receive signed Job Order (JO)  4.2 Inspect the materials, put proper labels, and store them in a designated area  4.3 Provide the Property Entry/Exit Slip (PEES)	None	30 minutes	-same as step 3 -
5. Fill-out Property Entry/Exit Slip (PEES) for all materials supplied / provided	5.1 Receive the filled out and signed Property Entry/Exit Slip (PEES)	None	10 minutes	-same as step 3 -
None	5.2 Conduct the execution of the 3D printing service.  5.3 Evaluate 3D printed product (conduct measurement for dimensional accuracy), if necessary	None	15 calendar days	-same as step 3-
<b>PHASE 2: JOB PROCESSING TIME</b>			<b>15 Days, 1 hour, 40 minutes</b>	



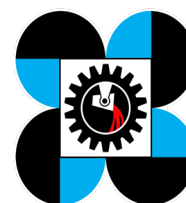
PHASE 3: PART REMOVAL VIA MACHINING				
6. Receive notice of job 3D printing completion	6.1 Notify the client through email upon completion of the requested service.	None	10 minutes	-same as step 3-
7. Proceed to TSSS for wire cutting of the 3D print	None	None	10 minutes	-none-
8. Notify Process Research Section (AMCen) of the Technical Service Request (TSR) for the metal 3D print	8.1 Verify the TSR with TSSS  8.2 Turnover the metal 3D print for wire cutting	None	1 hour	-same as step 3-
9. Notify the Process Research Sections (AMCen) once the TSR is complete	9.1 Receive the machined 3D printed products from TSSS	None	1 hour	-same as step 3 -
PHASE 3: PART REMOVAL VIA MACHINING			2 hours, 20 minutes	
PHASE 4: RELEASE OF 3D PRINTED PRODUCTS				
10. Receive notice of job completion	10.1 Notify the client through email upon completion of the requested service.	None	10 minutes	-same as step 3-
11. Inspect the 3D printed product/s. Receive and sign the Delivery Receipt (DR)	11.1 Present product/s to the client  11.2 Generate and provide five (5) copies of the Delivery Receipt (DR) to client	None	45 minutes	- same as step 3 - -



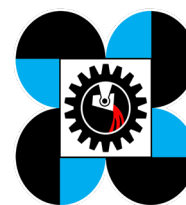
12. Proceed to the Cashier's Office "Order of Payment" Window	None	None	10 minutes	- same as step 3 -
13. Present copy of requirements to the Cashier	<p>13.1 Receive and review documents presented. As needed, ask the customer to receive invoice/SOA</p> <p>13.2 Create Order of Payment (O.P.).</p> <p>13.3 Reflect invoice details or application of deposit if there is any;</p> <p>13.4 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 or Administrative Assistant II, Financial Management Section or Administrative Officer V, Financial Management Section</i></p>
14. Pay the required fee (if paying in cash) and Receive Official Receipt, copy of Delivery Receipt and other billing documents	14.1 Receive documents and process Official Receipt based on the Order of Payment.	<p>Files with maximum dimension of 250mm x 250mm x 300mm PhP 2,559.63/hr</p> <p>Other Fees:</p>	5 minutes	<p><i>Administrative Officer V, Administrative and General Services Section or Administrative Officer II, Administrative and General Services Section</i></p>



		Post-Processing  Sintering Furnace: PhP 281.67/hr  Shot Peening: PhP 297.45/hr		
15. Proceed to Process Research Section (AMCen Bldg.), and present the OR and the stamped DR	15.1 Record the OR No. and the amount paid	None	15 minutes	- same as step 3 -
16. Secure PEES and Customer's copy of DR and receive the 3D printed product/s	16.1 Issue filled out and signed PEES and stamp "RELEASED" on the DR  16.2 Retrieve both Master's and Extra copy of the DR  16.3 Release product/s to client	None	30 minutes	- same as step 3 -
17. Fill out the Citizen/Client Satisfaction Survey (CCSS)	17.1 Receive the filled out CCSS from the client	None	15 minutes	- same as step 3 -
<b>PHASE 4: RELEASE OF 3D PRINTED PRODUCTS PROCESSING TIME</b>			<b>2 hours,15 minutes</b>	
<b>TOTAL TIME</b>			<b>18 days, 7 hours, 45 minutes</b>	



SITUATION	ACTION	LOCATION OF ACTION	REMARKS
<p>If the client's job request exceeds the following dimensions or parameters:</p> <p>For files with maximum dimension of 250mm x 250mm x 300mm  Volume: 160mm x 160mm x 160mm  Infill: 100%  Approx. Weight: 11000g  Resolution: 30µm</p>	<p>Inform the client that the duration of the 3D printing service will exceed 15 days.</p> <p>Set a target date with the appropriate number of days added to accommodate the client's request as agreed by both parties.</p>	Process Research Section, AMCent	Target date of completion will be reflected in the Job Order to be conformed by the client
Witnessing during 3D printing preparation requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Process Research Section, AMCent	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Printed items additional machining and quality assurance requirements	Client to enter job in TSSS.	Technical Solution Services	Separate target processing time.
Client requests for copy of printing parameters used for the JO	MIRDC can provide Printing Parameter Sheet, if available	Process Research Section, AMCent	Available upon request

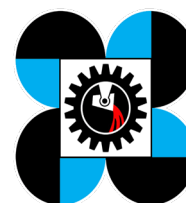


#### 4. Additive Manufacturing Services - Stereolithography

3D printing of polymer materials using Stereolithography

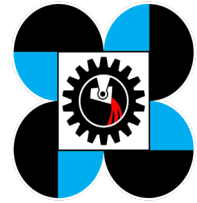
<b>Office or Division:</b>	Materials and Process Research Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Submission of files</b>	
1.1 3D file specifications 1.1.1 3D model with maximum dimensions and minimum detail tolerance of: ○ 145mm x 145mm x 175mm; $\pm 0.10$ mm 1.1.2 3D files should be in STEP/STP, STL, OBJ, 3MF, AMF format 1.1.3 Detailed and signed fabrication drawing of components and assembly, as applicable	Company/Industry/Individual requesting for printing
1.2 Following information, if available 1.2.1 Material requirements 1.2.2 Mechanical requirements 1.2.3 Dimensional requirements	Company/Industry/Individual requesting for printing
1.3 For students/faculty: 1.3.1 Letter of Request for Discount addressed to Executive Director endorsed by adviser/ immediate supervisor 1.3.2 School ID	School/University where the student/faculty is enrolled/employed
<b>2. Submission of signed Job Order (JO), raw materials, and other consumables</b>	
2.1 (1) Original Signed Job Order	Company/Industry/Individual requesting for printing
2.2 Raw materials, and other consumables, as applicable	Company/Industry/Individual requesting for printing
<b>3. Releasing of 3D Printed Parts/Components</b>	
3.1. (1) Original or Photocopy of issued Job Order (JO)	Process Research Section
3.2. (1) Original or Photocopy of issued Official Receipt (OR)	Cashier Office, MIRDC-Finance and Administrative Division (FAD)
3.3. (1) Original or Photocopy of Authorization Letter (for person other than Company's representative)	Company requesting for printing



3.4. (1) Company ID/School ID and/or (1) government issued ID			Company requesting for printing	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to the Process Research Section (AMCen Bldg.) to inquire about the availability of printers, and to submit design files and other requirements.	1.1 Evaluate files and discuss with client the product specifications, parameters and print settings  1.2 Discuss the details for material and consumables provision	None	90 minutes	Senior Science Research Specialist and/or Science Research Specialist II and/or Metals Technologist V and/or Metals Technologist III, Process Research Section (AMCen)
2. Receive electronic copy of the Quotation, carefully review contents, and sign conforme upon approval	2.1 Generate the Quotation and send an electronic copy to the client for review and signing	None	3 days	- same as step 1 -
PHASE 1: SUBMISSION OF DESIGN FILES AND OTHER REQUIREMENTS PROCESSING TIME			3 days, 1 hour, 30 minutes	
PHASE 2: JOB PROCESSING				
3. Submit signed Quotation, and receive Job Order (JO)	3.1 Discuss the target date with the client  3.2 Generate two (2) hard copies of the Job and give one to the client for review	None	60 minutes	Senior Science Research Specialist and/or Science Research Specialist II

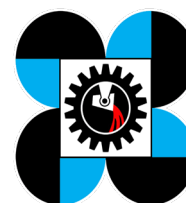




4. Review, and sign the Job Order (JO) and submit customer-supplied material as agreed	4.1 Receive signed Job Order  4.2 Inspect the materials, out proper labels, and store them in a designated area  4.3 Provide the Property Entry/Exit Sleep (PEES)	None	30 minutes	- same as step 3 -
5. Fill-out Property Entry/Exit Slip (PEES) for all materials supplied/ provided	5.1 Receive the filled out and signed Property Entry/Exit Slip (PEES)	None	10 minutes	- same as step 3-
	5.2 Execution of the 3D printing service  5.3 Evaluate 3D printed product (conduct measurement for dimensional accuracy), if necessary	None	15 calendar days	- same as step 3-
PHASE 2: JOB PROCESSING TIME			15 Days, 1 hour, 40 minutes	
PHASE 3: RELEASE OF 3D PRINTED PRODUCTS				
6. Receive notice of job completion	6.1 Notify the client through email upon completion of the requested service	None	10 minutes	- same as step 3 -



7. Inspect the 3D printed product/s. Receive and sign the Delivery Receipt (DR)	7.1 Present product/s to the client  7.2 Generate and provide five (5) copies of the Delivery Receipt (DR) to client	None	45 minutes	- same as step 3 -
8. Proceed to the Cashier's Office "Order of Payment" window	None	None	10 minutes	None
9. Present copy of requirements to the Cashier	9.1 Receive and review documents presented. As needed, ask the customer to receive invoice/SOA 9.2 Create Order of Payment (O.P.)  9.3 Reflect invoice details or application of deposit if there is any;  9.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.)	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>
10. Pay the required fee (if	10.1 Receive documents	Files with maximum dimensions	5 minutes	



paying in cash) and Receive Official Receipt, copy of Delivery Receipt and other billing documents	and process Official Receipt based on the Order of Payment.	of 145mm x 145mm x 175mm PhP 217.15/hr  Fees inclusive of removing supports  <b><u>Other Fees:</u></b> Post-Processing  Form Wash: PhP 223.60/hr  Form Cure: PhP 220.5/hr		<i>Administrative Officer V, Administrative and General Services Section or Administrative Officer II, Administrative and General Services Section</i>
11. Proceed to the Process Research Section (AMCen Bldg.), and present the OR and the stamped DR	11.1 Record OR No. and amount paid on JO and return OR to client	None	15 minutes	- same as step 3 -
12. Secure PEES and Customer's copy of DR, and receive the 3D printed product/s	12.1 Issue filled out and signed PEES, and stamp "RELEASED" on the DR  12.2 Retrieve both Master's and Extra copy of the DR  12.3 Release product/s to client	None	30 minutes	- same as step 3 -
13. Fill out the Citizen/Client Satisfaction Survey (CCSS)	13.1 Receive the filled out CCSS from the client	None	15 minutes	- same as step 3 -



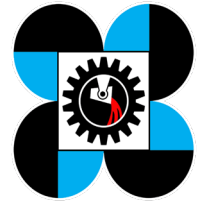
<b>PHASE 3 RELEASE OF 3D PRINTED PRODUCTS PROCESSING TIME</b>	<b>2 hours, 15 minutes</b>
<b>TOTAL PROCESSING TIME</b>	<b>18 days, 5 hours and 20 minutes</b>

<b>SITUATION</b>	<b>ACTION</b>	<b>LOCATION OF ACTION</b>	<b>REMARKS</b>
If the client's job request exceeds the following dimensions or parameters: For files with maximum dimension of 145mm x 145mm x 175mm Volume: 140mm x 140mm x 168mm Approx. Weight: 3970g Resolution: 50 microns	Inform the client that the duration of the 3D printing service will exceed 15 days.  Set a target date with the appropriate number of days added to accommodate the client's request as agreed by both parties.	Process Research Section, AMCen	Target date of completion will be reflected in the Job Order to be conformed by the client
Witnessing during 3D printing preparation requested by client.	Witnessing can be accommodated on an agreed schedule and therefore will move the target completion on a later date.	Process Research Section, AMCen	Target date of completion will start only after witnessing has been completed, and not on the date job was accepted.
Printed items additional machining and quality assurance requirements	Client to enter job in TSSS.	Technical Solution Services	Separate target processing time.
Client requests for copy of printing parameters used for the JO	MIRDC can provide Printing Parameter Sheet, if available	Process Research Section, AMCen	Available upon request



# **OFFICE OF THE EXECUTIVE DIRECTOR**

## **External Services**



## ***Metalcasting, Metalworking and Heat Treatment 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 a 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:

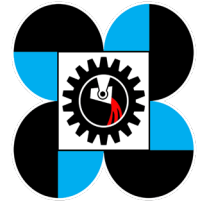
- crucible furnace for melting non-ferrous alloys with the following capacities:
  - 50 kg
  - 300 kg
  - 600 kg
- high frequency induction furnaces capable of melting ferrous alloys, with the following capacities:
  - 10 kg
  - 50 kg
  - 150 kg
  - 250 kg
  - 500 kg

#### **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 complete facilities for this process.

**Shell Molding** - This process produces castings with relatively accurate and smooth surfaces. Cores and molds are considerably 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 is 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 |                             |

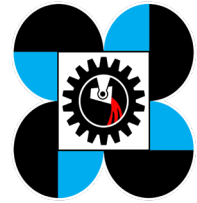
**Metallurgical Microscope** – Olympus

**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)

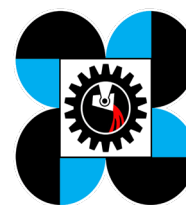
There is a wide range of technologies that are used within metalworking to create all types of products such as small pieces of jewelry all the way to building components and large-scale constructions.

Metal working services in MIRDC include conventional lathe machining, conventional milling, CNC lathe machining, CNC milling, 5-axis machining, gear hobbing, Electrical Discharge Machining (EDM), Plastic Injection, Grinding, Mold Repair, Dimensional Inspection, and Welding Processes (SMAW, GMAW, GTAW).

## **C. 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.





**A. Service request on the use of equipment (Facility Sharing - Time Sharing Jobs)**

<b>Division/Office:</b>	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section (TSSS)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Qualifications of Machinist 2. Machine Requirements (type of machine and duration of use) 3. Raw materials, tools and accessories (as needed) 4. Certificate of Competency			1-3. Customer requesting for rental of facilities  4. MIRDC-TSSS MOCG	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to TSSS 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 machines and tools to be used.  1.3 Inform customers on the schedule of fees.	none	20 minutes	<i>Production Cost Estimator II or Production Cost Estimator III, TSSS</i>
2. Request for the use of facility/ies.	2.1 Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	Science Research Specialist II or Production Cost Estimator II or <i>Production Cost Estimator III</i> Or



				Sr. Science Research Specialist, TSSS
3. Review and sign TSR.	3. Request customer to proceed to Cashier for payment of deposit for Machine Bond.	none	10 minutes	Science Research Specialist II or Production Cost Estimator II or <i>Production Cost Estimator III</i> TSSS
4. Pay to the Cashier a Deposit for Machine Bond and show O.R. to TSS staff.	4. Request for Issuance of Acknowledgement Receipt for Time Sharing (form MIRDC 011).	P2,500 deposit for every machine to be used	15 minutes	Production Cost Estimator II Or <i>Production Cost Estimator III</i> , TSSS
5. Provide raw materials, other tools and accessories.	5.1 Inspect the materials, put proper labels and store them in a designated area.  5.2 Provide the Property Entry & Exit Pass Slip (PEES)	none	1 hour	Metals Technologist III or Administrative Aide IV, TSSS
6. Fill-out Property Entry Exit Slip (PEES) for all materials supplied provided	6.1 Receive the filled out and signed PEES  6.2 Forward the TSR to the shop.	none	5 minutes	Science Research Specialist II or Production Cost Estimator II or <i>Production Cost Estimator III</i> Or Sr. Science Research Specialist, TSSS



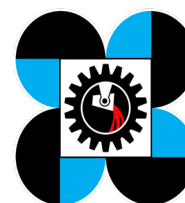
<p>7.1 Proceed to the designated shop, check and use/operate the MIRDC machine.</p> <p>7.2 Fill out the Authorization Slip for Machine Utilization at the end of use of the machine during the day.</p>	<p>7.1 Validate and approve the Authorization Slip for Machine Utilization</p> <p>7.2 Fill up Billing Slip for Time Sharing Job Order.</p>	None	20 minutes (Total time of machine utilization depends on the customer's product and operator's efficiency)	Metals Technologist III Or Science Research Specialist II, TSSS
8 Secure PEES and DR at TSSS.	8. Prepare Delivery Receipt (DR)	None	10 minutes	Science Research Specialist II or Production Cost Estimator III, TSSS
9. Proceed to the Cashier's Office "Order of Payment" Window and present the DR.	<p>9.1 Receive and review the document presented.</p> <p>9.2 Create Order of Payment (O.P.) manually.</p> <p>9.3 Reflect invoice details or application of deposit if there is any;</p> <p>9.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>	none	10 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>



10. Pay the required fee (if paying in cash) and receive OR, copy of DR and other billing documents	<p>10.1. Receive documents and process OR based on the OP. Indicate details e.g., TIN, address, business style, if required by customer.</p> <p>If payment is in the form of a check, review the check as to amount, date and signatory.</p> <p>10.2. Receive payment (cash). Stamp "PAID" all documents.</p> <p>10.3. Release OR and all billing documents except accounting copy.</p>	As stated in the Order of Payment	5 minutes	<p><i>Administrative Officer V,</i> Administrative and General Services Section <i>or</i> <i>Administrative Officer II,</i> Administrative and General Services Section</p>
10. Proceed to TSSS and present the OR and stamped DR	<p>10.1 Get the OR number and indicate in the ONEShop the release of the items</p> <p>10.2 Stamp the DR "released"</p>	None	10 minutes	<p>Science Research Specialist II <i>or</i> <i>Production Cost Estimator III ,</i> TSSS</p>



11. Fill up the Survey Questionnaire using the Customer Satisfaction Measurement System		None	10 minutes	Production Cost Estimator III or Science Research Specialist II, TSSS
	<b>Total</b>		<b>3 hours and 10 minutes</b>	



**B. Service request on job processing (Facility Sharing - Actual Time Jobs)**

<b>Division:</b>	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the TSSS Office – provide the sample product or product drawing and specifications. Inquire about the availability of required facility/ies and machine operator/s.	1.1 Evaluate the product sample or product drawing if within the Center's capability.  1.2 Check and evaluate customer supplied materials.  1.3 Determine the scope of work, required process/es, available machine/s, operators, & tools.  1.4 Inform the customer on	none	1 hour	Science Research Specialist II or Production Cost Estimator II or Production Cost Estimator III, TSSS

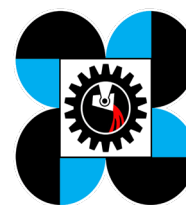


	the schedule of fees.			
2. Request for job based on actual time of processing	2.1 Prepare and issue Technical Service Request (TSR) form.	none	5 minutes	<i>Science Research Specialist II</i> or <i>Production Cost Estimator II</i> or <i>Production Cost Estimator III,</i> TSSS
3. Review and sign TSR and submit customer-supplied materials	3.1 Receive the materials, put proper labels and store them in a designated area.  3.2 Provide the Property Entry & Exit Pass Slip (PEES)	none	1 hour	
4. Fill-out Property Entry Exit Slip (PEES) for all materials supplied / provided	4.1 Receive the filled out and signed PEES	none	10 minutes	<i>Production Cost Estimator II</i> or <i>Production Cost Estimator III,</i> TSSS
5. Verify the Target Completion Date.	5.1 Forward the documents and materials to the shop.  5.2 Determine Target Completion Date (TCD) and schedule the job  5.3 Issue job ticket for monitoring of job/s.	none	20 minutes	Metals Technologist III Or Metals Technologist IV Or Metals Technologist V or Administrative Aide IV or Sup. <i>Science Research Specialist</i> or



				Sr. Science Research Specialist or Science Research Specialist II TSSS
6.Track the status of service request at mirdc.dost.gov.ph/tracking using the issued TSR as reference number	6.1. Process the job.  6.2 Retrieve the job tickets for the completed job	none	18 days	Metals Technologist III, TSSS
7. Secure PEES and DR at TSSS.	7. Prepare DR based on job tickets.	none	10 minutes	Science Research Specialist II Or Production Cost Estimator III, TSSS
9. Proceed to the Cashier's Office "Order of Payment" Window and present the DR.	9.1 Receive and review the document presented.  9.2 Create Order of Payment (O.P.) manually.  9.3 Reflect invoice details or application of deposit if there is any;  9.4 Forward O.P. and other documents to Cashier for	none	10 minutes	Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section Or Administrative Officer V, Financial Management Section





	issuance of Official Receipt (O.R.).			
10. Pay the required fee (if paying in cash) and receive OR, copy of DR and other billing documents	<p>10.1. Receive documents and process OR based on the OP. Indicate details e.g., TIN, address, business style, if required by customer.</p> <p>If payment is in the form of a check, review the check as to amount, date and signatory.</p> <p>10.2. Receive payment (cash). Stamp "PAID" all documents.</p> <p>10.3. Release OR and all billing documents except accounting copy.</p>	As stated in the Order of Payment	5 minutes	<p><i>Administrative Officer V</i> Administrative and General Services Section</p> <p>or</p> <p><i>Administrative Officer II</i> Administrative and General Services Section</p>
10. Fill up the Survey Questionnaire using the Customer Satisfaction Measurement System	10.1 Assist the customer in filling up the CSM.	None	10 minutes	<p>Production Cost Estimator III Or <i>Science Research Specialist II</i>, TSSS</p>
	<b>Total</b>		<b>18 days, 3 hours, 45 minutes</b>	

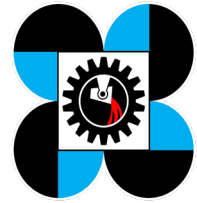


### C. Service Requests for Heat Treatment Jobs

<b>Division:</b>	Technical Solutions Services			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Products / Sample 2. Required Parameters / Product Specifications			Company/Industry requesting for service	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the TSSS Office. Submit the products/sample for heat treatment.	1.1 Evaluate the products and materials.  1.2 Determine the scope of work, required heat treatment process/es.	none	30 minutes	Science Research Specialist II or Production Cost Estimator II or Production Cost Estimator III, TSSS
2. Request for heat treatment job	2. Prepare and issue Technical Service Request (TSR) form and Waiver	none	5 minutes	Science Research Specialist II or Production Cost Estimator II or Production Cost Estimator III, or Senior Science Research Specialist, TSSS
3. Review and sign TSR and submit it to the TSSS Office.	3.1 Receive signed TSR.  3.2 Review and approve TSR.  3.3 Put proper labels to submitted materials and store them in a designated area.	none	10 minutes	



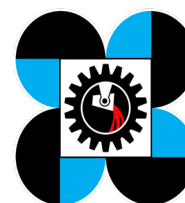
4. Fill-out Heat Treatment Waiver form	<p>4.1 Receive the filled out and signed Heat Treatment Waiver form</p> <p>4.2 Sign Heat Treatment Waiver form as witness.</p> <p>4.3 Forward the documents and materials to the shop.</p> <p>4.4 Endorse to shop for determination of Target Completion Date (TCD) and scheduling.</p>	none	15 minutes	<p><i>Science Research Specialist II</i> or <i>Production Cost Estimator II</i> or <i>Production Cost Estimator III</i>, TSSS</p>
5.Track the status of service request at <a href="http://mirdc.dost.gov.ph/tracking">mirdc.dost.gov.ph/tracking</a> using the issued TSR as reference number	5. Process the heat treatment job.	none	18 days	Metals Technologist III
<p>6.1 Proceed to the TSS Office and present the TSR.</p> <p>6.2 Secure DR.</p>	6. Prepare DR for the completed job based on TSR.	none	10 minutes	<p><i>Science Research Specialist II</i> or <i>Production Cost Estimator III</i>, TSSS</p>
7. Proceed to the Cashier's Office "Order of Payment"	7.1 Receive and review the document presented.	none	10 minutes	<i>Administrative Officer IV</i> , Financial Management Section



Window and present the DR.	<p>7.2 Create Order of Payment (O.P.) manually.</p> <p>7.3 Reflect invoice details or application of deposit if there is any;</p> <p>7.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).</p>			<p>or <i>Administrative Assistant II</i>, Financial Management Section Or <i>Administrative Officer V</i>, Financial Management Section</p>
8. Pay the required fee (if paying in cash) and receive OR, copy of DR and other billing documents	<p>8.1. Receive documents and process OR based on the OP. Indicate details e.g., TIN, address, business style, if required by customer.</p> <p>If payment is in the form of check, review the check as to amount, date and signatory.</p> <p>8.2. Receive payment (cash). Stamp "PAID" all documents.</p> <p>8.3. Release OR and all billing documents except accounting copy.</p>	As stated in the Order of Payment	5 minutes	<p><i>Administrative Officer V</i> Administrative and General Services Section</p> <p>or</p> <p><i>Administrative Officer II</i> Administrative and General Services Section</p>



9. Fill up the Survey Questionnaire using the Customer Satisfaction Measurement System	9 Assist the customer in filling up the CSM.	None	10 minutes	<i>Production Cost Estimator III</i> or <i>Science Research Specialist II,</i> TSSS
	<b>Total</b>		<b>18 days, 1 hour, 45 minutes</b>	

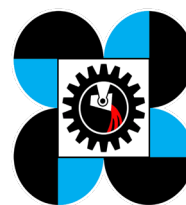


#### *D. Jobs Requiring Quotations (Customer-supplied materials)*

<b>Division:</b>	Office of the Deputy Executive Director for Research and Development - Technical Solutions Services Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Technical Drawing and Specifications 2. Sample Product 3. Approved MIRDC Quotation 4. Production Materials			1-2. Company/Industry requesting for Machining, Welding & Fabrication, Conventional & Investment Casting 3. TSSS Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the TSSS Office. Present the approved quotation and technical drawing and request for TSR.	1.1 Review the approved quotation and technical drawing.  1.2 Prepare and issue TSR.		10 minutes	<i>Science Research Specialist II</i> or <i>Production Cost Estimator II</i> or <i>Production Cost Estimator III,</i> TSSS
2. Review and sign TSR and submit customer-supplied materials	2.1 Check the submitted materials, put proper labels and store them in a designated area.  2.2 Provide the Property Entry & Exit Pass Slip (PEES)		10 minutes	
3. Fill-out Product Entry Exit Slip (PEES) for all materials	3.1 Receive the filled out and signed PEES	none	5 minutes	<i>Science Research Specialist II</i> or

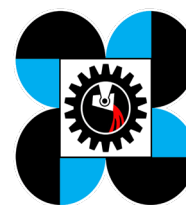


supply provided.	3.2 Forward the documents and materials to the shop.  3.4 Endorse to shop for determination of Target Completion Date (TCD) and scheduling.			<i>Production Cost Estimator II or Production Cost Estimator III, Or Senior Science Research Specialist, TSSS</i>
4. Track the status of service request at <a href="http://mirdc.dost.gov.ph/trackin">mirdc.dost.gov.ph/trackin</a> g using the issued TSR as reference number	4. Process the technical service request.		18 days	Metals Technologist II Or Metals Technologist III, TSSS
5.1 Proceed to the TSS Office and present the TSR.  5.2 Secure PEES and DR.	5. Prepare DR for the completed job based on TSR.	none	10 minutes	<i>Science Research Specialist II Or Production Cost Estimator III, TSSS</i>
6. Proceed to the Cashier's Office "Order of Payment" Window and present the DR.	6.1 Receive and review the document presented.  6.2 Create Order of Payment (O.P.) manually.  6.3 Reflect invoice details or application of deposit if there is any;  6.4 Forward O.P. and other	none	10 minutes	<i>Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section Or Administrative Officer V, Financial Management Section</i>



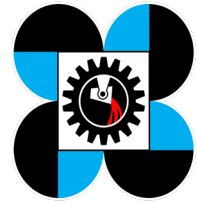
	documents to Cashier for issuance of Official Receipt (O.R.).			
7. Pay the required fee (if paying in cash) and receive OR, copy of DR and other billing documents	<p>7.1. Receive documents and process OR based on the OP. Indicate details e.g., TIN, address, business style, if required by customer.</p> <p>If payment is in the form of a check, review the check as to amount, date and signatory.</p> <p>7.2. Receive payment (cash). Stamp "PAID" all documents.</p> <p>7.3. Release OR and all billing documents except accounting copy.</p>	As stated in the Order of Payment	5 minutes	<p><i>Administrative Officer V</i> Administrative and General Services Section</p> <p><i>or</i></p> <p><i>Administrative Officer II</i> Administrative and General Services Section</p>
8. Proceed to TSSS and present the OR and the stamped DR	8.1 Record the OR number and update the ONEShop for the release of the items	None	10 minutes	<p><i>Science Research Specialist II</i> Or Production Cost Estimator III, TSSS</p>
9. Inspect the product/sample	9. Release the product/sample and stamp the DR "released"			





10. Fill up the Survey Questionnaire using the Customer Satisfaction Measurement System	10.1 Assist the customer in filling up the CSM.	None	10 minutes	Science Research Specialist II Or Production Cost Estimator III TSSS
	Total		<b>18 days &amp; 55 minutes</b>	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
For multiple job requests received within the day	Heat Treatment, Machining, Metal Fabrication, Metal Casting and Heat Treatment 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)
If the drawing contains more than 8 pages (A3 or A4 size paper).	Meeting with engineers and technician	TSS Office	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:	Assign additional machines of the same type and operator.  The workpieces will queue if the other same type machines are not available.	Shop	Turning 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.	Assign additional machines of the same type and operator.  The workpieces will queue if the other same type machines are not available.	Shop	Gear Hobbing/ Welding Process will consume longer set-up time and machining time

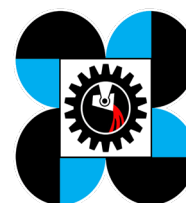


SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If the workpiece has multi-part features.	Meeting with engineers and technicians  Assign additional programmer	TSS Office	Preparation (and analysis of gear using gear software KissSoft for (Gear Hobbing) and providing CAM program as required (with tooling inventory 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.	Set the cooling time overnight	Shop	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:	Assign to additional QA machines and operators.  The workpieces will queue if other QA machines are not available	QA Room	Set-up workpiece /Perform quality assurance procedure / Measurements of Job will consume longer set-up time and machining time



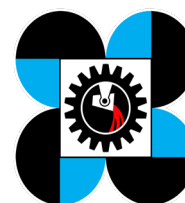
## Schedule of Fees

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		

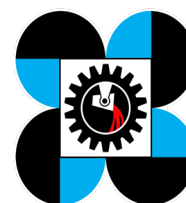


	Sand Blasting	200.00	370.00
	Knockoff Machine	160.00	350.00
	Cut-off Machine	210.00	380.00
	Denyu Belt Sander/Polishing	120.00	290.00
	Compressor (Sullair)	1,240.00	1,410.00
	<b>C. Melting (Conventional/Investment)</b>		
	50 Kg Induction Furnace - Non Ferrous	2,050.00	2,220.00
	50 Kg Induction Furnace - 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

<b>III</b>	<b>Heat Treatment</b>	
	<b>A. Conventional</b>	
	Direct Hardening (without tempering)	PhP 2,060.00 (up to 25Kg); additional Php 82.00 per Kg above 25Kg
	<b>B. Pack Carburizing (without tempering)</b>	
	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
	<b>C. Vacuum Heat Treatment</b>	
	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



<b>II.</b>	<b>PLASTIC INJECTION SHOP</b>		
	<b>I. PLASTIC INJECTION MACHINES</b>		
	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
<b>III.</b>	<b>GEAR MAKING FACILITY</b>		
	<b>A. GEARMAKING MACHINES</b>		
	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
<b>IV.</b>	<b>CONVENTIONAL MACHINING SHOP</b>		
	<b>A. CONVENTIONAL MACHINES</b>		
	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
<b>V.</b>	<b>WELDING AND FABRICATION SHOP</b>		
	<b>A. WELDING MACHINES</b>		
	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>B. PRESSES AND ROLLERS</b>		
	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



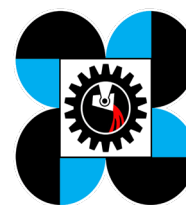
		Press Brake (Amada RG-60)	450.00	615.00
		Universal Rolling Machine (Nanjing Shengda)	540.00	1,250.00
		C. CUTTING, DRILLING AND POLISHING MACHINES		
		Hydraulic Shear (Amada GXII 1230)	930.00	1,100.00
		Shearing Machine	390.00	560.00
		Cutting machine (Thermal Dynamics 120S)	820.00	990.00
		Polishing 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	



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

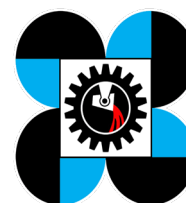
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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**B. For Contracts to be presented for approval by the Governing Council during its Regular Meeting**

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	

<b>C. For Contracts which require the immediate action/approval by the MIRDC Governing Council (GC) (<i>approval through a referenda</i>)</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

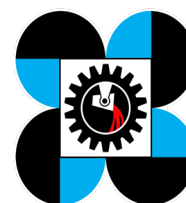


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Endorse copy of the Referenda, including its attachment/s to the GC Secretariat for distribution to GC Members	None	10 minutes	<i>Attorney IV,</i> Office of the Executive Director
	1.3 Send the referenda, with attachments 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,</i> Office of the Executive Director
	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,</i> Office of the Executive Director
	TOTAL:		18 days and 45 minutes	



## **Planning and Management Division**

### **Internal Services**



## I. System Development or Modification

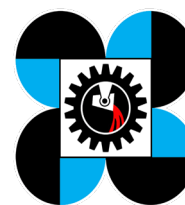
Clients may request for modifications or enhancements to existing Information Systems maintained by PMD-MIS or for the development of new programs / systems.

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.	Information Systems Analyst III Management Information Services Unit Or Information Systems Analyst I Management Information Services Unit

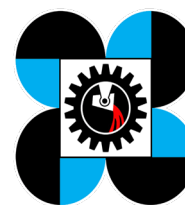


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client discusses scope, duration, time, system requirement, and cost with PMD-MIS staff. <b>(Analysis Phase)</b>	2.1 Prepare workplan for development or modification.  2.2 Identify business process requirements and functional 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. <b>(Design Phase)</b>	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
		<b>TOTAL (Stage I)</b>	<b>16 days, 20 minutes.</b>	





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
		<b>TOTAL (Stage II)</b>	Based on workplan/schedule	

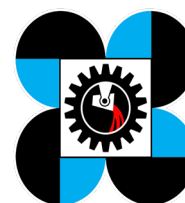


## 2. Technical Support

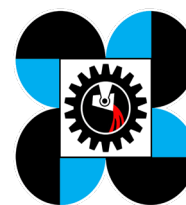
Clients can request PMD-MIS for technical support such as check-up of Information and Communications Technology (ICT) equipment (desktop, laptop, printer, scanner, wireless device, biometrics, etc.); software installation, repair and virus detection.

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.

<b>Division:</b>	Planning and Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC regular employees, Contract of Service (COS) and Job Order (JO) personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved MIS 001 Form – IT Job Order			Intranet site	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
		<b>TOTAL</b>	<b>6 days, 20 minutes</b>	

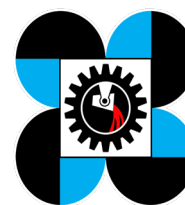


### 3. Uploading of Website files and Social Media Modification

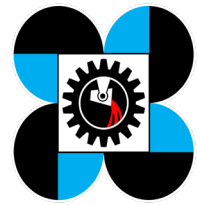
Clients can request PMD-MIS to upload information such as articles, pictures, documents, notices to the MIRDC Intranet, MIRDC website ([www.mirdc.dost.gov.ph](http://www.mirdc.dost.gov.ph)) and MIRDC Social Media Pages ([www.facebook.com/dostmirdc](https://www.facebook.com/dostmirdc) and [www.twitter.com/dostmirdc](https://www.twitter.com/dostmirdc)).

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.

<b>Division:</b>	Planning and Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC regular employees, Contract of Service (COS) and Job Order (JO) personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved MIS 001 Form – IT Job Order			Intranet site	
2. Files to be uploaded provided to PMD-MIS			Provided by requesting employee	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>



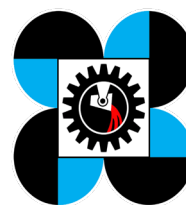
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Client is notified that request has been completed.			Management Information Services Unit
4. Client conforms to completed request by signing the MIS 001 Form – IT Job Order.	4. Availability and retrieval of form	none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





## **PROTOYPING DIVISION**

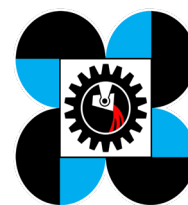
External services



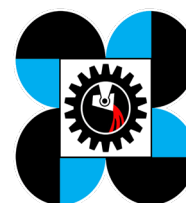
## 1. Research And Development Services

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	
One (1) original copy of Letter of Intent			Client	
May be required after the inquiry				
One (1) set of Project Proposal with workplan and budgetary requirement			Client	
May be required during or after the inquiry				
One (1) set Concept / Drawing / Design containing basic views and dimensions			Client	
Sample Product / Material			Client	
Required after the approval of the proposal				
Six (6) sets original copies of MOA /MOU			Client	
If representative				
One (1) original copy of 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	Division Chief, Prototyping Division or Section Chief Equipment Prototyping Section or



				<i>Section Chief</i> Product Development Section
	1.2 Request the customer to fill up Assistance Request Form (ARF)		5 minutes	<i>Division Chief, Prototyping Division</i>
	1.3 Check the completeness of information.		5 minutes	or <i>Section Chief</i> Equipment Prototyping Section
	1.4 Request the customer to prepare and submit a R&D Project Proposal using the prescribed format.		5 minutes	or <i>Section Chief</i> Product Development Section
2. Submit project proposal	2.1 Receive Project Proposal and check completeness of information.	None	30 minutes	
	2.2 Discuss and clarify project requirements and responsibilities of concerned parties.		4 hours	<i>Division Chief, Prototyping Division</i>
	2.3 Evaluate Project Proposal and submit proposed for review and approval of the R&D Committee.		5 days	or <i>Section Chief</i> Equipment Prototyping Section
	2.4 R&D Review Committee will review the project proposal		2 days	or <i>Section Chief</i> Product Development Section

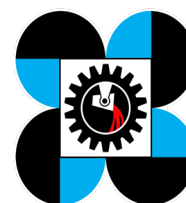


	2.5 Once the Proposal is approved, draft and send copy of the Research contract / Memorandum of Agreement (MOA) to Customer and to MIRDC-Legal for comments		5 days	<i>Division Chief, Prototyping Division</i> or <i>Section Chief Equipment Prototyping Section</i> or <i>Section Chief Product Development Section</i>
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	
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	None	2 day	
	4.2 Return signed copy of the Contract/MOA to proponent for notarization		1 day	
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	



6. Accept/ receive R&D Project output/s and documents	6.1 Inform customer on the completion of the project	None	10 minutes	<i>Division Chief, Prototyping Division or Section Chief Equipment Prototyping Section or Section Chief Product Development Section</i>
	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	
	6.3 Fill-up the Citizen/Client Satisfaction Survey Form		10 minutes	
	6.4 Return the accomplished form of Citizen/Client Satisfaction Survey		2 minutes	
	Total		<b>16 days 1 hour 17 minutes</b> (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



SITUATION	ACTION	LOCATION	REMARKS
If the R&D Review Committee has concerns / comments that need to be addressed in Agency Action 2.4	Coordinate with the client and inform them on the concerns / comments.  Provide necessary actions to address the concerns / comments.	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.	Categorize the project on a short term and long term basis:  Short term: less than 6 months to less than 1 year  Long term: 1 year to 2 year	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	Will take longer time as needed in the methodology  The Client may be involved in the methodology of the research
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.*

<b>Division:</b>	Technology Diffusion Division - Industrial Training Section (ITS)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplished Training Inquiry Form (TIF)			MIRDC/TDD- ITS Office	
Letter of Request (LER)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Supply information required on the Training Inquiry Form (TIF) or submit Letter of Request (LER)	1.1 Receive TIF or LER.	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 Conduct Training Requirement Analysis (TRA) to assess the client's training needs and evaluate if within MIRDC's capability.		2 days	
	1.3 Prepare Quotation, and send approved Quotation to client.		2 days & 4 hours	





2. Submit acceptance letter (through fax, email or submit personally)	<p>2.1 Received acceptance letter</p> <p>2.2 Prepare the materials and the logistics necessary to hold the training</p> <p>2.3 Inform client on the date/s of training</p>	None	<p>5 minutes</p> <p>4 days and 40 minutes</p>	<p><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></p>
3. Present copy of Registration Form and other billing documents if applicable, e.g. Invoice, S/A, to Cashier's Office "Order of Payment" window.	<p>3.1 Receive and review documents presented. If needed, ask the customer to receive invoice/SOA.</p> <p>3.2 Create Order of Payment (O.P.) manually.</p> <p>3.3 Reflect on the Invoice/ SOA details or application of deposit if there is any;</p> <p>3.4 Forward O.P. and other documents to Cashier for issuance of</p>		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>



	Official Receipt (O.R.)			
<p>4. Pay the required fee and Receive Official Receipt, Registration Form and other billing documents</p> <p>Note: In case of various checks for various companies/ participants, ITS staff shall gather checks altogether and its corresponding RFs and forward to Cashier's Office for processing of OP and issuance of OR on the same day.</p>	<p>4.1 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.</p> <p>4.2 Accept payment and stamp "PAID" all documents.</p> <p>4.3 Release Official Receipt, Registration Form, and other billing documents</p>	As indicated in the Order of Payment	5 minutes	<p><i>Administrative Officer V</i> Administrative and General Services Section</p> <p>or</p> <p><i>Administrative Officer II</i> Administrative and General Services Section</p>
<p>5. Attend the training</p> <p>Trainee must submit the post-examination and submit a training</p>	5.1 Conduct Training	None	Depends on the program	Resource Speaker



evaluation after the training. Proof of payment must be presented to claim the certificate.				
		<b>Total</b>	<b>8 days and 5 hours</b>	

<b>SITUATION</b>	<b>ACTION</b>	<b>LOCATION OF ACTION</b>	<b>REMARKS</b>
If the training requested by the client is not within the MIRDC capability	Inform the client and/or refer to the appropriate institution.	ITS Office	



## 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.*

<b>Division:</b>	Technology Diffusion Division-Industrial Training Section (ITS)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplished Training Inquiry Form (TIF)			MIRDC/TDD - ITS Office	
Original copy of Letter of Request (LER)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Supply information required on the Training Inquiry Form (TIF) or submit Letter of Request (LER)	1.1 Receive TIF or LER.  1.2 Conduct Training Requirement Analysis (TRA) to assess the client's training needs and evaluate if within MIRDC's capability.	None	5 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



	1.3 Prepare training program proposal and send the approved training proposal to client.		2 days & 4 hours	<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. Submit signed Terms and Conditions (through fax, email or submit personally)	2.1 Received Signed Terms and Conditions.	None	5 minutes	
	2.2 Prepare the materials and the logistics necessary to hold the training  2.3 Inform client on the date/s of training		4 days & 40 minutes	
3. Attend training. Trainee must submit the post-examination and training evaluation after the training. (Certificates will be sent through courier /or emailed to registered account)	3. Conduct the Training	None	Depends on the program	Resource Person
		<b>Total</b>	<b>8 days, 4 hours and 50 minutes</b>	



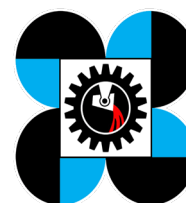
SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If the training requested by the client is not within the MIRDC capability	Inform the client and/or refer to the appropriate institution.	ITS Office	



### C. Industrial Training Services - Regular Training Programs

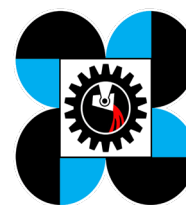
*Regular training program is a revenue generating activity being offered regularly to the public at specific scheduled dates and is conducted at MIRDC.*

<b>Division:</b>	Technology Diffusion Division-Industrial Training Section (ITS)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled-up Reservation Form			MIRDC website, ITS Official email, Fax, Training Office	
2. Curriculum Design provided to the client			ITS Official email, Fax, Training Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled out Seminar Reservation Form (RF) to Industrial Training Section (through fax, email, or submit personally)	1.1 Check and review the entries in the Reservation Form (RF) 1.2 Log in the Reservation Form (RF) Monitoring Sheet	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



2. Confirm reservation	2.1 Inform clients on the status of their reservation (confirmed or waitlisted) through phone or email		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
	2.2 Prepare the materials and the logistics necessary to hold the training		4 days & 40 minutes	
3. Request for Statement of Account (SOA)	3.1 Forward the accomplished Billing Request Form together with their Reservation Form to Cashiering Office  3.2 Send approved SOA through email or fax (Original SOA will be given to the participants upon attendance to training)	As per approved MIRD C Training Fees	10 minutes	<i>Training Specialist II,</i> Program Design and Promotion (PDP) Unit or <i>Training Specialist III,</i> Program Design and Promotion (PDP) Unit
4. Present copy of Registration Form and other billing documents if applicable, e.g. Invoice, S/A, to Cashier's Office "Order of Payment" window.	4.1 Receive and review documents presented. If needed, ask the customer to receive invoice/SOA.  4.2 Create Order of Payment (O.P.) manually.		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>



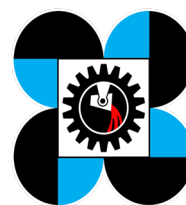


	<p>4.3 Reflect on the Invoice/SOA details or application of deposit if there is any;</p> <p>4.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.)</p>			Financial Management Section
<p>5. Pay the required fee and Receive Official Receipt, Registration Form and other billing documents</p> <p>Note: In case of various checks for various companies/participants, ITS staff shall gather checks altogether and its corresponding RFs and forward to Cashier's Office for processing of OP and issuance of OR on the same day.</p>	<p>5.1 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.</p> <p>5.2 Accept payment and stamp "PAID" all documents.</p> <p>5.3 Release Official Receipt, Registration Form, and other billing documents</p>	As indicated in the Order of Payment	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>



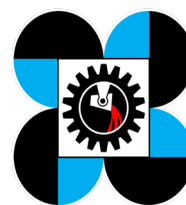
6. Attend training (Trainee must submit the post-examination and Training evaluation after the training Proof of payment must be presented to claim the certificate.	6.1 Conduct Training.	None	Depends on the program	Resource Speaker
		<b>Total</b>	<b>4 days, 1 hour and 15 minutes</b>	

SITUATION	ACTION	LOCATION OF ACTION	REMARKS
If Agency Action 2.1 needs changes: If the reserved participant is unable to attend	Ask client for the replacement of participant	ITS Office	The name of the participant will be enrolled on the list.
If no replacement	Cancel the reservation	ITS Office	The name of the reserved participants will be marked "Cancelled"
If cancellation of reservation is made less than 3 days before the scheduled seminar	Ask for a letter of cancellation.  Call-up Waitlisted Clients on the available slot and inform if they could attend the scheduled seminar	ITS Office	Cancellation of reserved participants.

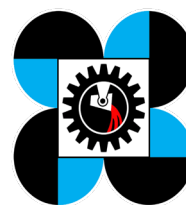


## MIRDC REGULAR SEMINAR/TRAINING FEES

ANALYSIS AND TESTING	
<u>Title of Program /Duration/Course Description</u>	<u>Seminar Fee</u>
<b>Dimensional Metrology 1</b> <b>Basic Measurement</b> <b>(24 hours)</b> 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
<b>Dimensional Metrology 2</b> <b>Basic Length Calibration</b> <b>(Prerequisite: DM1-Basic Measurement)</b> <b>(24 hours)</b> Explains the calibration and traceability concepts, general requirements for calibration and actual application using different instruments.	PhP 5,800.00
<b>Dimensional Metrology 3</b> <b>Limits &amp; Fits &amp; Inspection of Geometrical Tolerances</b> <b>(Prerequisite: DM1-Basic Measurement)</b> <b>(14 hours)</b> Covers the general concept of ISO Limits and Fits, Geometric Tolerances and CMM application on Geometric Tolerance Inspection.	PhP 4,000.00
<b>Uncertainty of Measurement</b> <b>Length Calibration Application</b> <b>(Prerequisite: DM2- Basic Length Calibration)</b> <b>(16 hours)</b> 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
<b>Industrial Calibration</b> <b>(12 hours)</b> Covers calibration principles and procedures on pressure, temperature, and mass.	PhP 4,000.00

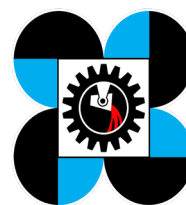


<b>Verification of Common Laboratory Instruments (12 hours)</b> Discusses verification vs. calibration, immediate checking process, verification of common laboratory instruments and analysis of verification data using control charts	<b>PhP 5,000.00</b>
<b>Metals Identification &amp; Selection (16 hours)</b> Discusses the different properties of metals, classification and uses of ferrous and non-ferrous metals, and pointers on metal selection.	<b>PhP 4,000.00</b>
<b>Nondestructive Testing (40 hours)</b> Covers liquid penetrant testing, magnetic particle inspection, radiography and ultrasonic testing methods.	<b>PhP 8,400.00</b>
<b>Introduction to Advanced Ultrasonic Testing (Phased-Array Ultrasonic Testing-PAUT) (18 hours)</b> Discusses the difference between conventional and advanced ultrasonic testing (PAUT), principle of PAUT, different basic techniques used in PAUT and perform basic calibration PAUT.	<b>PhP 7,000.00</b>



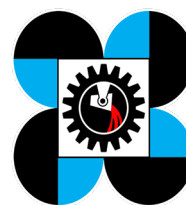
<b>ENGINEERING, PRODUCTION AND PLANNING</b>	
<b><u>Title of Program /Duration/Course Description</u></b>	<b><u>Seminar Fee</u></b>
<b>Establishment of Preventive Maintenance System (20 hours)</b> Focuses on the steps in setting up preventive maintenance program and Computerized Maintenance Management System (CMMS).	<b>PhP 4,500.00</b>
<b>Product Costing (16 hours)</b> 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.	<b>PhP 4,000.00</b>
<b>Production Planning &amp; Control (18 hours)</b> Discusses the role of PPC in an industrial firm, its principles, importance and various functions.	<b>PhP 4,500.00</b>
<b>Cost Estimation for Machining Jobs (18 hours)</b> Discusses the basic preparation of Cost Estimation of a simple machine products and determine the elements of costs and standard rates.	<b>PhP 4,200.00</b>

<b>HIGH MACHINING TECHNOLOGY</b>	
<b><u>Title of Program /Duration/Course Description</u></b>	<b><u>Seminar Fee</u></b>
<b>Application of CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) (40 hours)</b> Covers NC Programming using CAD/CAM softwares. Import product models from CAD softwares. Create toolpaths and simulate cutting movements of CNC machines using Cimatron Mastercam software.	<b>PhP 9,600.00</b>
<b>CNC Milling Programming &amp; Operation (38 hours)</b> Provides knowledge in operation and programming of CNC milling machines, coding and encoding of programs using G-codes, M-codes	<b>PhP 10,200.00</b>
<b>Plastic Injection Molding Machine Programming &amp; Operation</b>	

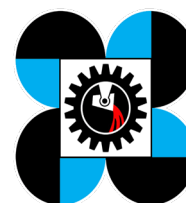


<b>(40 hours)</b> Aims to provide skills and knowledge in machining using the SUMITOMO Plastic Injection Molding Machine.	<b>PhP 8,900.00</b>
<b>CNC EDM Sinking Programming &amp; Operation</b> <b>(40 hours)</b> Provides knowledge in creating CNC-Wire Cutting EDM program and discusses the different types of wires and materials use in CNC-EDM Wire Cutting machine.	<b>PhP 9,600.00</b>
<b>CNC EDM Wire Cutting, Programming &amp; Operation</b> <b>(40 hours)</b> Provides knowledge in the EDM Sinking process and discusses the functions of Die Electric Fluid and EDM Sinker Electrode.	<b>PhP 9,600.00</b>

<b>MANAGEMENT AND PRODUCTIVITY IMPROVEMENT PROGRAM</b>	
<b><u>Title of Program /Duration/Course Description</u></b>	<b><u>Seminar Fee</u></b>
<b>Value Analysis/ Value Engineering I</b> <b>(38 hours)</b> 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.	<b>PhP 8,000.00</b>
<b>Project Management</b> <b>(30 hours)</b> Discusses the project management framework, steps to project management process, application of computer software in project management.	<b>PhP 7,000.00</b>

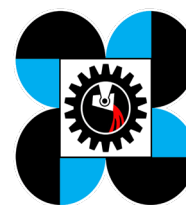


<b>METALWORKING TECHNOLOGY</b>	
<b>Title of Program /Duration/Course Description</b>	<b><u>Seminar Fee</u></b>
<b>Electroplating Processes (18 hours)</b> Focuses on the principles and process of electroplating, decorative chromium, hard chromium, gold/silver and zinc plating.	<b>PhP 5,200.00</b>
<b>Heat Treatment of Steels (30 hours)</b> Covers the different heat treatment processes of steel, i.e. annealing, normalizing, spheroidizing, tempering, stress relieving, direct hardening, carburizing, carbonitriding, tufftriding and flame hardening.	<b>PhP 7,400.00</b>
<b>Metal Fabrication (30 hours)</b> Covers the fabrication processes applied to fabricate metal products, and the typical fabrication materials used.	<b>PhP 8,200.00</b>
<b>Shielded Metal Arc Welding (SMAW) (24 hours)</b> 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.	<b>PhP 9,000.00</b>
<b>TIG Welding on Carbon Steel Plates-Module I (30 hours)</b> Provides knowledge and skills in TIG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.	<b>PhP 13,800.00</b>
<b>GMAW/MIG-MAG Welding on Carbon Steel Plates – Module I (30 hours)</b> Provides knowledge and skills in MIG/MAG process, principle, advantages, limitation, techniques, causes and prevention of discontinuities encountered.	<b>PhP 12,100.00</b>



<b>QUALITY MANAGEMENT SYSTEM</b>	
<b><u>Title of Program /Duration/Course Description</u></b>	<b><u>Seminar Fee</u></b>
<b>Customer Satisfaction Measurement</b> <b>(16 hours)</b> Focuses on the fundamental concept of customer satisfaction measurement through statistical analysis and interpretation of survey data.	<b>PhP 4,000.00</b>
<b>Internal Quality Audit</b> <b>(24 hours)</b> 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.	<b>PhP 6,300.00</b>
<b>Awareness Seminar on ISO 9001:2015</b> <b>(8 hours)</b> Discusses the eight (8) Management Principles and the highlights of the ISO 9001:2015 standard.	<b>PhP 2,500.00</b>
<b>Root Cause Analysis</b> <b>(16 hours)</b> Discusses the application of various Root Cause Analysis techniques for continual improvement.	<b>PhP 5,000.00</b>
<b>Awareness on Risk Management</b> <b>(Based on ISO 31000:2018)</b> <b>(8 hours)</b> Discusses the Risk Management Principles, Risk Management Framework and Process, Risk Assessment and Risk Treatment Techniques.	<b>PhP 2,500.00</b>
<b>Effective Skills for Audit Reporting</b> <b>(8 hours)</b> Discusses the Risk Management Principles, Risk Management Framework and Process, Risk Assessment and Risk Treatment Techniques.	<b>PhP 2,500.00</b>
<b>Developing and Implementing a Laboratory Quality Management System Based on ISO/IEC 17025</b> <b>(24 hours)</b> Covers understanding the clauses of ISO/IEC 17025, preparation of the required documentation, practical guidance to documentation, implementation and accreditation.	<b>PhP 6,000.00</b>
<b><i>(Prices may increase without prior notice)</i></b>	





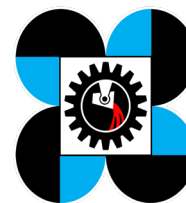
## II. Technology Advisory and Business Development Services

### A. Technology Advisory and Business Development Services - Short-term Consultancy Services

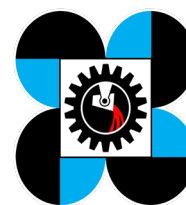
Consultancy is requested by an individual, company or association designed to suit their specific requirements.

A Short-term Consultancy Service is a one (1) day or less engagement that is conducted on-the-spot or as scheduled and is free of charge or with fee required.

<b>Division:</b>	Technology Diffusion Division – Technology Advisory and Business Development Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Request Letter / one (1) copy				Requesting Party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING 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
2. Provide information based on required intervention	2.1 Provide on-the-spot expert advice thru on-line platform or face to face..  2.2 Recommend to client if further on-site consultancy visit is required and/or provide	None	2 hour	



	correspondence (i.e. letter, email)  2.3 Prepare TARRF			
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>
		<b>TOTAL</b>	<b>2 hours, 15 minutes</b>	



## ***B. Technology Advisory and Business Development Services - Long-term Consultancy Services***

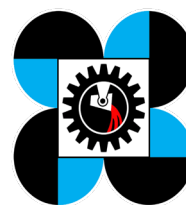
Consultancy is requested by an individual, company, or association designed to suit their specific requirements. A long-term consultancy service is more than one (1) day engagement classified as Free or Package.

A Package Consultancy Service is rendered with a specified duration and under a cost-sharing arrangement or fully paid, specified in the consultancy contract.

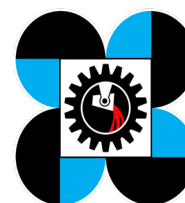
<b>Division:</b>	Technology Diffusion Division – Technology Advisory and Business Development Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter / one (1) copy			Requesting Party	
2. Signed Consultancy Contract / one (1) copy			Requesting Party	
3. Billing Statement / one (1) original copy			TABDS, FAD-FMS	
4. Payment (cash or check)			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
2. Agree to on-site consultancy visit through phone, email or text/ <u>SMS</u> .	2.1 Provide tentative schedule of visit.	None		



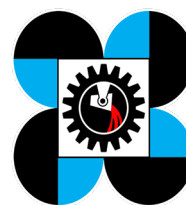
	<p>2.2 Check availability of consultant and/or technical staff</p> <p>2.3 Prepare a proposal, including costing if the consultant and/or technical expert is non-TABDS personnel.</p> <p>2.4 Send a proposal to the client.</p>		45 minutes	<p><i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i></p>
3. Confirm the conduct of on-site consultancy by sending back the signed proposal	<p>3.1 Finalize schedule of visit with the client.</p> <p>3.2 Organize consultant and/or technical staff.</p> <p>3.3 Request and approval of Authority to Travel, if required. Prepare Job Order.</p>	None	2 hours, 10 minutes	
	3.4 Consultant and/or technical staff travel to the site on the scheduled date			<p><i>Consultant and/or Technical Staff</i></p>



4. Attend on-site consultancy activities.	4.1 Provide on-the-spot expert advice. The 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*	<i>Consultant and/or Technical Staff</i>
	4.2 Consultant and/or technical staff reports back to office after on-site visit on schedule date	None	1 day	
	4.3 Prepare Consultancy Report	None	3 days	
	4.4 Request for billing based on agreement and forward to the client.			
5. Pay the billing statement	5.1.Receive billing statement.  5.2 Create Order of Payment (O.P.) manually.  5.3 Reflect SOA details if there are any.	None	5 minutes	<i>Administrative Officer IV, Financial Management Section or Administrative Assistant II, Financial Management Section or Administrative Officer V,</i>



	5.4 Forward O.P. and other documents to Cashier for issuance of Official Receipt (O.R.).			<i>Financial Management Section</i>
6. Give cash/check payment and receive Official Receipt.	6.1 Receive cash/check and O.P.  6.2 Prepare Official Receipt (O.R.)  6.3 Stamp “PAID” on all billing documents and release O.R.	As stated 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>
7. Receive and verify recommended course of action per consultancy report or verbal recommendation .	7.1. 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>
8. Fill up the Customer Satisfaction Survey (CSS) Form	8.1 File CSS	None	5 minutes	
		<b>TOTAL</b>	<b>8 days, 3 hours and 35minutes</b>	



## STANDARD RATES ON CONSULTANCY AND OTHER FEES

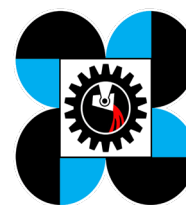
Rev. 3 / Effectivity Date: 06 November 2019

<b><u>Establishment of Quality Management System Conforming to ISO 9001</u></b>			
<b>Activity</b>	<b>No. of Hours</b>	<b>Honoraria of External / Consultant</b>	<b>Consultancy Fee</b>
<b>Consultancy</b>			
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 thorough Risk Management Process</i>	<i>8 to 16</i>	<i>No. of hours x 0.023 x MSRmin</i>	Php 500.00 / Mn-Hour



<b><u>Technologies and Process Improvements and related Concerns</u></b>			
<b>Activity</b>	<b>No. of Hours</b>	<b>Honoraria of External / Consultant</b>	<b>Consultancy Fee</b>
<b><i>Consultancy</i></b>			
<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>	<i>Php 500.00 / Mn-Hour</i>
<i>Calibration Measurement Audit Report</i>	<i>n/a</i>	<i>n/a</i>	<i>Php 1,000.00 / report/ artefact</i>
<b><i>Others</i></b>			
<i>Local Transportation Allowance (PUV, Venue to MIRDC, v.v.)</i>	<i>n/a</i>	<i>Php 800.00 / visit</i>	

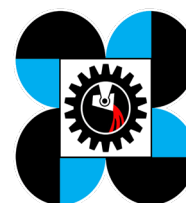




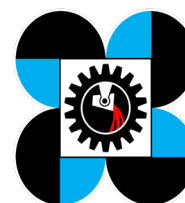
## ***B. Technology Advisory and Business Development Services - Conduct Of Measurement Audit***

Measurement Audit is the comparison 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.

<b>Division:</b>	Technology Diffusion Division – Technology Advisory and Business Development Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement/Request Letter / one (1) photocopy			Philippine Accreditation Bureau; sent in advance to MIRDC	
2. Signed Job Order Form / one (1) original copy			TABDS	
3. Calibration Certificate / one (1) original copy			Requesting company	
4. Calibration Certificate of Reference Lab / one (1) copy			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 art-fact  1.2 Print-out Job Order Form	None	10 minutes (may take additional depending on the quantity of the measurement audit reports requested)	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>



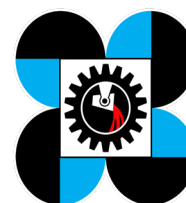
2. Proceed to Cashier. Present JO form, pay the corresponding fees and receive the Official Receipt. The client has the option to pay the fees on a separate date but should be prior to the completion of the Measurement Audit Report.	2. Direct client to the Cashier	P1,000 /artifact (refer to Standard Rates of Consultancy Fees)	1 minute	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
3. Pay the required fee stated in the J.O. form	3.1 Receive J.O. form;  3.2 Create Order of Payment (O.P.) manually.  3.3 Reflect SOA details if there are any.  3.4 Forward O.P. and other documents to Cashier for issuance of Official	None	5 minutes	<i>Administrative Officer IV of Financial Management Section or Administrative Assistant II of Financial Management Section or Administrative Officer V of Financial Management Section</i>



	Receipt (O.R.).			
4. Give cash/check payment and receive Official Receipt	<p>4.1 Receive cash/check and O.P.</p> <p>4.2 Prepare Official Receipt (O.R.)</p> <p>4.3 Stamp "PAID: on all billing documents and release O.R.</p>	As stated in the order of payment	5 minutes	<p><i>Administrative Officer V of Administrative and General Services Section or Administrative Officer II of Administrative and General Services Section</i></p>
5. Confirm submission of Measurement Audit Report to PAB by MIRDC-TABDS	<p>5.1 Claim Calibration Certificate from ATD. Refer to procedure on Analysis and Testing Services.</p> <p>Note: Release of certificate is dependent on the agreed date between the client and the calibration lab which is reflected in the TSR.</p>	Refer to ATD Services Fees	15 minutes	<p><i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i></p>
	5.2 Typing/Encode, checking and signing		2 days	<p><i>Science Research Specialist or Senior Science</i></p>



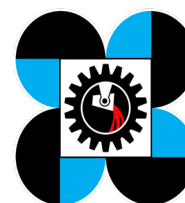
	of Measuremen t Audit Report and cover letter.			<i>Research Specialist or Supervising Science Research Specialist of TABDS</i>
	5.3 Release to CRO the original copies of the Measuremen t Audit Report for conveyance to PAB.		10 minutes	<i>Messenger</i>
6. Fill up the Client/Cust omer Satisfaction Survey (CCSS) form.	6. File CCSS	None	5 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
		<b>TOTAL</b>	<b>2 days, 51minutes</b>	



### 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.

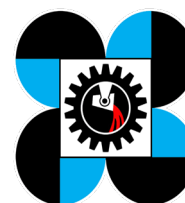
<b>Division:</b>	Technology Diffusion Division – Technology Advisory and Business Development Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>STAGE 1: REQUEST FOR TRANSFER OF TECHNOLOGY</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<i>Phase 1: Preparatory for the Transfer of Technology</i>				
1. Letter of Intent/one (1) copy			TABDS or Requesting Party	
2. DTI or SEC Registration/one (1) photocopy			Concerned government office	
3. Audited Financial Statement (last 3 years)/one (1) photocopy			Requesting party	
4. Nondisclosure agreement / six (6) original copies			TABDS	
<i>Phase 2: Negotiation for Terms of Licensing and Confirmation of Licensing Agreement</i>				
5. Term Sheet/one (1) c copy			TABDS	
<i>Phase 3: Confirmation of Licensing Agreement</i>				
5. Fairness Opinion Report			TABDS	
6. Written Recommendation			TABDS	
7. Signed Licensing Agreement/six (6) original copies			TABDS	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to TABDS Office	1. Evaluate technology requirements 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



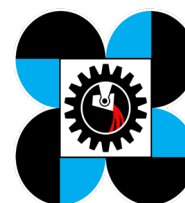
				<i>Research Specialist of TABDS</i>
2. Fill-up and send the Pro-forma Letter of Intent or the customer's own request letter	2. Receive for processing Letter of Intent or Request client to submit Letter of Intent on a later date, if undecided.	None	5 minutes	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>
3. Submit supporting documents (i.e. DTI/SEC registration, Financial Reports)	3. If available, request the client to submit supporting documents as proof of business identity and capacity to support licensing requirements.	None	5 minutes	
4. Sign the Nondisclosure agreement	4. Prepare Nondisclosure Agreement (NDA)	None	20 minutes	
<b>PHASE 1: PREPARATORY FOR THE TRANSFER OF TECHNOLOGY TIME</b>			2 hours, 30 minutes	

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

<b>PHASE 2: NEGOTIATION FOR TERMS OF LICENSING AND CONFIRMATION OF LICENSING AGREEMENT</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Concur licensing terms by signing the term sheet or licensing agreement	5.1. Negotiate terms for licensing	None	2 days  Note: May require several negotiation meetings with client.	<i>Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS</i>

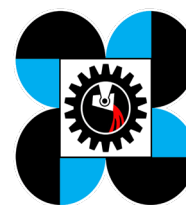


	5.2 Prepare endorsement letter of transaction with supporting documents to FOB secretariat	None	2 hours	Science Research Specialist or Senior Science Research Specialist or Supervising Science Research Specialist of TABDS
	5.3 Submit to Fairness Opinion Board Secretariat	None	30 minutes	FOB Secretariat
			Note: 40 days Processing of Fairness Opinion Report & Written Recommendation per RA 10055 IRR	
PHASE 2: NEGOTIATION FOR TERMS OF LICENSING AND CONFIRMATION OF LICENSING AGREEMENT TIME			2 days, 2 hours, 30 minutes (excluding FOR processing)	
PHASE STAGE 3: CONFIRMATION OF LICENSING AGREEMENT				
6. Final confirmation to the licensing agreement	6.1 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
	6.2 Send to the client copy of the final licensing agreement (only if the client concurred to the licensing terms in the term sheet; omit this step if the client has signed a licensing agreement)	None	15 minutes	
	6.3 Notarize Licensing Agreement	None	2 days	Messenger



	6.4 Send Client's copy of Licensing Agreement	None	2 days	<i>Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS</i>
7. Pay licensing fee based on the licensing agreement	7.1 Issue Order of Payment  7.2 Accept and Process payment	Per agreement	10 minutes	Administrative Officer V of Administrative and General Services Section or Administrative Officer II of Administrative and General Services Section
8. Implement terms of licensing	8. Implement terms of licensing	None	Per agreement	<i>Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS</i>
9. Fill up the Client/Customer Satisfaction Survey (CSSS) Form.	9. File CCSS	None	5 minutes	<i>Science Research Specialist, TABDS or Senior Science Research Specialist, TABDS or Supervising Science Research Specialist of TABDS</i>
<b>PHASE 3: CONFIRMATION OF LICENSING AGREEMENT TIME</b>			<b>4 days, 45 minutes</b>	
<b>TOTAL</b>			<b>6 days, 6 hours, 15 minutes</b>	





### III. Technology Information and Promotion Services

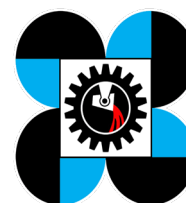
#### A. Technology Information and Promotion Services - Simple Information Dissemination Services

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.

<b>Division:</b>	Technology Diffusion Division- Technology Information and Promotion Section (TIPS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity,			
<b>Who may avail:</b>	All			
<b>STAGE 1: ASSESSMENT OF REQUEST AND PROVISION OF REQUESTED INFORMATION</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Materials for photocopying			Client	
2. Official Receipt/Original copy			Cashier	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<i>Administrative Assistant III, TIPS</i>
2. Proceed to the Cashier. Present the filled-out Photocopying Service Request	2.1. Process payment and issue an official receipt (OR)	P1.50/ page	10 minutes	Cashier Personnel



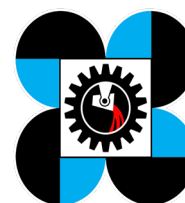
Form and pay the corresponding fee.				
3.1 Submit to the TIPS Staff both the Photocopying Service Request Form and the OR	3.1. Record details of the OR in the Photocopying Service Request Form	None	5 minutes	<i>Administrative Assistant III, TIPS</i>
3.2 Receive the requested information/photocopied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



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

Synthesized Information Dissemination Services refers to providing relevant information that is synthesized or culled from big data, such as data on trade commodities for specific metals and related products, and area or region-specific data of M&E sector surveyed, among others.

<b>Division:</b>	Technology Diffusion Division- Technology Information and Promotion Section (TIPS)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business Entity,			
<b>Who may avail:</b>	All			
<b>STAGE 1: ASSESSMENT OF REQUEST AND PROVISION OF REQUESTED INFORMATION</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled-up Information Dissemination Request Form			TIPS	
2. Government Issued ID card			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Supply information required on the Information Dissemination Request or submit Letter of Request (LER)	1.1 Assess the requested information/ data.  1.2 Cull from the available TIPS database the information being requested. Client is asked to return on a pre-determined date for the release of the requested information.	None	30 minutes  3 days	Senior Science Research Specialist, TIPS or Administrative Officer II, TIPS or Administrative Officer I, TIPS
2. Return and proceed to TIPS office	2.1 Present the requested data/information. 2.2 Prepare Photocopying Service Request	None	5 minutes	Administrative Officer I, TIPS or Administrative Officer II, TIPS or



	Form indicating number of pages to be photocopied and corresponding fees.			<i>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
3.1 Submit to the TIPS staff both the Photocopying Service Request Form and the OR.  3.2 receive the information requested/photocopied files.	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  3.3. Provide the client the requested information/photocopied files.	None	30 minutes	<i>Administrative Assistant III, TIPS</i>
<b>Total</b>			<b>3 days, 1 hour and 15 minutes</b>	



# **TECHNOLOGY DIFFUSION DIVISION**

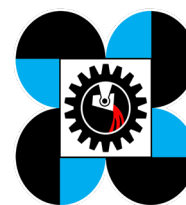
## **Internal Services**



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

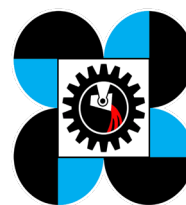
The Assistance to Staff Development Unit (SDU) of MIRDC is an internal service where MIRDC employees can also avail the regular training/seminar program provided by ITS for strengthening the competency of MIRDC personnel.

<b>Division:</b>	Technology Diffusion Division-Industrial Training Section (ITS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	MIRDC Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Authority to Attend		Administrative and General Services Section, FAD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present/Submit Memorandum of Authority to Attend	1.1 Include in the list of attendees.  2.2 Prepare the materials and the logistics necessary to hold the training	None	5 minutes       4 days and 40 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
2. Attend training  (Trainee must take the post-examination and accomplish the evaluation before it can claim the Certificate).	2.1 Conduct the Training		Depends on the program	Resource Speaker
		<b>TOTAL 4 days, 45 minutes</b>		



## FEEDBACK AND COMPLAINTS MECHANISMS

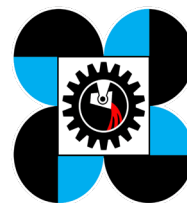
<b>How to Send a Feedback?</b>	<ul style="list-style-type: none"> <li>Accomplish our Customer Satisfaction Survey (CSS) Form provided by our front-liners and return the accomplished form to said front-liner</li> <li>Send your feedback through electronic message accessible at MIRDC website or email it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



<b>How are Complaints Processed?</b>	<ul style="list-style-type: none"> <li>• Customer's complaint will be acted upon within 15 working days from date of receipt</li> <li>• Concerned Division Chief will discuss customer's complaint with concerned unit and approves the action to be taken</li> <li>• Concerned unit will take the appropriate correction/corrective action</li> <li>• Feedback will be relayed to the complainant</li> </ul>
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<b>Contact Information:</b>	
<b>Anti-Red Tape Authority (ARTA)</b>	ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 1-ARTA (2782)
<b>Presidential Complaints Center (PCC)</b>	PCC: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 888 (02) 8736-8621
<b>Contact Center ng Bayan CCB (CCB)</b>	CCB: <a href="mailto:e-mail@contactcenterngbayan.gov.ph">e-mail@contactcenterngbayan.gov.ph</a> 1-6565 (hotline) 0908-881-6565 (SMS)
<b>Legal and Public Assistance office (LPAO)</b>	LPAO: (02) 8929-9436; (02) 84262075; (02) 84262801; (02) 84262450; (02) 84262987; (02) 84262683





## OFFICE

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