

GEOSCIENCES DIVISION

Name of Frontline Services	Step by Step Procedure	Responsible Employee	Amount of Fee	Document to be Presented by Clients	Processing Time
1 Processing of Application for Hydrogeological Survey	Receiving of request letter	Receiving Clerk	6,000.00		1 day
	Preparation of Order of Payment (O.P.) for Request Survey	Receiving Clerk			
	Approval of Order of Payment	Chief, Geosciences Division			
	Filling of Schedule of Payment	Cashier			
	Schedule of fieldwork	Technical Personnel			
	Actual fieldwork	Technical Personnel			3 days
	Report preparation	Technical Personnel			10 days
	Review of report	Chief, Geosciences Division			1 day
	Final approval and signature by the Regional Director	Regional Director			1 day
	Distribution and filing of report	Technical Personnel			1 day
2 Processing of Application for Deepwell Drilling	Receiving of request letter	Receiving Clerk		Letter Request	1 day
	Preparation of Memorandum of Agreement (MOA) with the client	Technical Personnel			2 days
	Approval/Signing of MOA	Regional Director Customer			1 day
	Payment of Project	Cashier			1 day

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3 Processing of Application for Geological Site Scoping	Schedule and Preparation of Fieldwork	Technical Personnel	6,000.00	Development Plan Maps, etc.	3 days
	Actual Drilling	Technical Personnel			Depending on the depth of the hole and hardness of the rock
	Final Testing	Technical Personnel			3 days
	Turnover of the Project to the Client	Technical Personnel			1 day
	Final Report	Technical Personnel			15 days
	Receiving of request letter	Receiving Clerk			1 day
	Pre-plotting of Applied Area	Technical Personnel			
	Preparation of Order of Payment (OP) for filing fee	Clerk			
	Approval of OP	Chief Geosciences Division			
	Payment of filing fee	Cashier			
	Schedule of fieldwork	Technical Personnel			
	Actual fieldwork	Technical Personnel			3 days
	Preparation of report	Technical Personnel			10 days
	Review of report	Chief Geosciences Division			1 day
	Final approval and signature by the Regional Director	Regional Director			1 day

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4 Processing of Application for Geohazard Assessment	Distribution and filing of report	Technical Personnel			1 day
	Receiving of request letter	Technical Personnel			1 day
	Preparation of Memorandum of Agreement (MOA)	Technical Personnel			
	Preparation of Order of Payment (O. P.) for filing fee	Receiving Clerk			
	Approval of OP	Chief, Geosciences Division			
	Payment of filing fee	Cashier	20,000.00	Development Plan Maps, etc.	
	Schedule of fieldwork	Technical Personnel			
	Actual Fieldwork	Technical Personnel			3 days
	Preparation of report	Technical Personnel			20 days
	Review of report	Chief, Geosciences Division			1 day
	Final approval and signature by the Regional Director	Regional Director			1 day
5 Processing of Application for Geohazard Assessment (Landfill)	Distribution and filing of report	Technical Personnel			1 day
	Receiving of request letter	Receiving Clerk			1 day
	Preparation of Order of Payment (O. P.) for filing fee	Receiving Clerk	6,000.00		
	Approval of OP	Chief, Geosciences Division			

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	Payment of filing fee	Cashier	6,000.00		
	Map preparation of the proposed site	Technical Personnel			1 day
	Schedule of fieldwork	Technical Personnel			
	Actual fieldwork	Technical Personnel			3 days
	Preparation of report	Technical Personnel			15 days
	Review of report	Chief, Geosciences Division			1 day
	Final approval and signature by the Regional Director Distribution and filing of report	Regional Director Technical Personnel			1 day