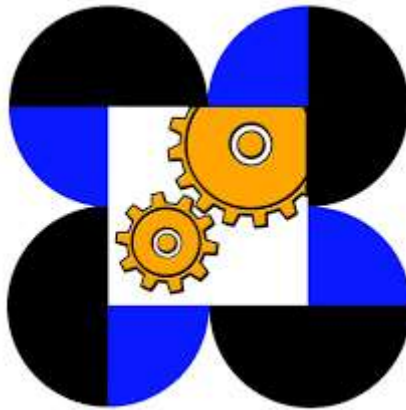


Department of Science & Technology



INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE (ITDI)

**CITIZEN'S CHARTER 2021
(1st Edition)**

Department of Science & Technology

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COMPANY BACKGROUND

The Industrial Technology Development Institute or ITDI is one of the research and development institutes (RDIs) under the Department of Science and Technology. By virtue of Executive Order No. 128 dated January 30, 1987, ITDI is mandated to render a variety of services to local industries. It is the flagship agency of the Department, generating a large pool of technologies while providing technical services to industry.

ITDI HISTORY

2009 – (Rationalization) August 26, 2009 – As a result of the Rationalization Program of the government under the Executive Order No. 366 dated 4 October 2004, the Industrial Technology Development Institute was rationalized with organizational and staffing modification. Creation of the Packaging Technology Division and National Metrology Division was approved as well as consolidation of some divisions i.e. Fuels and Energy Division (FED) and Chemical and Mineral Division (CMD) to Chemicals and Energy Division (CED); Environmental Division (EnD) and Microbiology and Genetics Division (MGD) to Environment and Biotechnology Division (EBD); Economics and Planning Division (EPD) and Management Information Systems (MIS) to Planning and Management Information Systems Division (PMISD). RTID was likewise renamed to Technological Services Division.

1987 - The NSTA was reorganized into the Department of Science and Technology (DOST) by virtue of Executive Order Number 128 dated 30 January 1987.

Under this reorganization, NIST was renamed **Industrial Technology Development Institute (ITDI)** and remained one of the R&D institutes under the DOST. All centers were abolished and ITDI now has ten (10) technical divisions with (MSRI) now absorbed by ITDI. Seven (7) divisions to undertake R&D activities, three (3) to render technical services and two (2) support divisions were created.

1982 - By virtue of Executive Order Number 784 dated 17 March 1982, the NSDB was reorganized into the National Science and Technology Authority (NSTA). Under the reorganization NIST remained as one the R&D Institutes under the NSTA. As reorganized, research on agriculture was transferred to UPLB while the ceramics center emerged into an independent institute (MSRI). The Biological and Industrial research center were also abolished and in their place, three (3) centers were created namely: the National Research and Development (NRDC), Chemical Research and Development Center (CRDC), and the National Standards and Testing Center (NSTC). Under the NRDC and CRDC are seven(7) programs to undertake R&D activities, while the NSTC provides standardization and technical services.



1973 - As part of the overall reorganization of the Executive branch of the government, the NIST was reorganized, but retained the same name. With the merger of the Agriculture Research Center, Biological Research Center and Medical Center, only two (2) technical R&D centers remained, namely Biological Research Center and Industrial Research Center. In addition, these were the Tests and Standards Laboratory and the Scientific Instrumentation Division to provide standardization and technical services.

1958 - Under the so-called "Magna Carta of Philippine Science" RA 1067, NSB was reconstituted as the National Science Development Board (NSDB) which was designed to coordinate and supervise all scientific activities in the country. NSIRI became the **National Institute of Science and Technology (NIST)** under the supervision of NSDB.

1956 - Congress approved RA Number 1606 authorizing the establishment of the National Science Board (NSB). IST was changed to the **National Scientific and Industrial Research Institute (NSIRI)**, and was placed under supervision of NSB.

1951 - The IS was renamed **Institute of Science and Technology (IST)** by virtue of Executive Order No. 392 and for the first time primarily concerned itself to industry-oriented research.

1947 - The BS was transformed into the **Institute of Science (IS)** by virtue of Executive Order No. 94.

1934 - The headship of the BS was passed on for the first time to a Filipino chemist. Dr. Angel S. Arguelles. The present-day Bureau of Soils, Bureau of Mines, Bureau of Fisheries and National Survey Division of Education Museum developed initially as part of the Bureau of Science during the pre-war years.

1905 - By virtue of the Philippine Commission Act. No. 1407, the BGL was reorganized into the **Bureau of Science (BS)** and expanded its functions to include the Bureau of Mines and the Ethnological Survey Division of Education.

1901 - 1st of July - **The Bureau of Government Laboratories (BGL)** came into existence through the Philippine Commission Act. No. 156. It was composed of the biological and chemical laboratories, a science library, and the Serum Laboratory of the Board of Health.



AGENCY PROFILE

I. Mandate:

Undertake applied research and development to generate new knowledge, technologies, and innovations in the field of industrial manufacturing, mineral processing, and energy.

Conduct knowledge translation or technology transfer and commercialization.

Provide technical services, tests and analyses, and metrology to ensure international traceability of the national units of measure.

II. Vision:

By 2030, ITDI is the country's leading industry partner in Science, Technology, and Innovation.

III. Mission:

To contribute to making local industries globally competitive through research and development, transfer and commercialization of innovative and sustainable technologies, and provision of appropriate technical services.

IV. SERVICE PLEDGE: QUALITY POLICY

We are committed to help local industries become globally competitive by providing appropriate technologies and services.

We shall continually improve our QMS to come up with conformity of products and services that would meet customer expectations within applicable regulatory and statutory requirements.



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- A.2 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/
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- A.3 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/
continuous Fiber glass)
- A.4 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/
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V. List of Services

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External and Internal Services



Cashier Section

External Services

1. Issuance of Official Receipt (Over-the-Counter Payment)

The Official Receipt is being issued to the customer as proof of acceptance of payment for the availed services and other types paid over-the-counter thru cash and/or check.

Office or Division:	Cashier Section	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Technical Services Request Form • For Calibration Services - Triplicate copy (carbonized) • For Testing & Analysis (ADMATEL) - 1 original copy, 2 photocopies		National Metrology Division Materials Science Division – ADMATEL;



● For Testing & Analysis (ULIMS); Formula of Conversion and Technical Services - 3 original copies 2. Line-Item Budget (when applicable) - 1 photocopy 3. Order of Payment (when applicable) - 2 original copies 4. Statement of Account (when applicable) - 1 photocopy 5. Memorandum of Agreement /Understanding (when applicable) - 1 certified copy 6. Approved Conforme Letter - 1 photocopy	Standards and Testing Division; Packaging Technology Division; Food Processing Division; Chemicals and Energy Division; and Environment and Biotechnology Division Packaging Technology Division; Food Processing Division; Chemicals and Energy Division; Environment and Biotechnology Division; and Technological Services Division Accounting Section, Finance and Management Division / 2nd Floor Metrology Building, ITDI Accounting Section, Finance and Management Division / 2nd Floor Metrology Building, ITDI Customer availing the service; Technological Services Division Customer availing the service; Technological Services Division



7. Completely filled-out Training Reservation Form (for In-house/Special Training Courses) - 1 photocopy 8. List/Summary of Participants per Training Courses - 1 original copy 9. Development of Environmental Technology Verification Test Plan application form with ETV Reference No. (when applicable) - 1 original copy 10. Summary of Overall or Net Sales for a specified period and as agreed upon on the signed Memorandum of Agreement /Memorandum of Understanding - 1 photocopy 11. Payment in the form of: • Cash • Check (any type and not post-dated)	RCTS Section, Technological Services Division / 2nd Floor Metrology Building, ITDI RCTS Section, Technological Services Division / 2nd Floor Metrology Building, ITDI Customer availing the service; Environment and Biotechnology Division Customer paying for royalty fee as an adopter of ITDI developed technology/ies. Customer availing the service



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook in the office lobby and present a valid Identification Card. <i>*Make sure to secure the Visitor's ID that will be issued.</i>	1. Give the Visitor's Logbook to the customer and issue the Visitor's ID in lieu of the valid Identification Card.	None	8 minutes	Guard On duty, Lobby Metrology Building
2. Present the required documents to Window 2, Cashier Section.	2. Accept the required documents and assess for completeness requests. <i>If Deficient – Inform the customer of any deficiency and enumerate the missing requirements.</i> <i>If Complete – Proceed with the next step.</i>	None	4 minutes	Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
3. Pay* the required fees at the Cashier Section.	3.1 Accept the payment as specified in the Order of Payment (OP) and/or	As specified in the Order of Payment (OP)	2 minutes* <i>*per TSR</i>	<i>Administrative Officer III</i> Cashier Section Administrative Division 2 nd Floor Metrology Building



<i>* Make sure to secure an Official Receipt (O.R.) that will be issued upon payment.</i>	Technical Service Request (TSR) application form with assigned ETV Reference No.	and/or Technical Services Request (TSR) form		
	3.2 Input payment details to Online e-Payment System and/or Official Receipt Database Management System (ORDBMS) and generate Official Receipt (O.R.).	None		<i>Administrative Officer III</i> Cashier Section Administrative Division 2nd Floor Metrology Building
	3.3 Write down the Official Receipt No., Official Receipt Date, Amount Paid, and affix signature in the Order of Payment (OP) and Technical Services Request (TSR) form.	None	1 minute	<i>Administrative Officer III</i> Cashier Section Administrative Division 2nd Floor Metrology Building
4. Receive the original copy of the Official Receipt, photocopy of Technical Service Request form, and change (when applicable).	4. Issue the original copy of the Official Receipt, copy of Technical Services Request form, and change (when applicable) to customer.	None	1 minute	Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building



TOTAL:	As specified in the Technical Services Request Form	16 minutes	



2. Issuance of Official Receipt (Direct Payment)

The Official Receipt is being issued to the customer as proof of acceptance of payment for the availed services and other types paid directly to ITDI Treasury and/or Current account.

Office or Division:	Cashier Section	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Technical Services Request Form • For Calibration Services - Triplicate copy (carbonized) • For Testing & Analysis (ADMATEL) - 1 original copy, 2 photocopies • For Testing & Analysis (ULIMS); Formula of Conversion and Technical Services - 3 original copies		National Metrology Division Materials Science Division – ADMATEL Standards and Testing Division; Packaging Technology Division; Food Processing Division; Chemicals and Energy Division; and Environment and Biotechnology Division



2. Line-Item Budget (when applicable) - 1 photocopy 3. Order of Payment (when applicable) - 2 original copies 4. Statement of Account (when applicable) - 1 photocopy 5. Memorandum of Agreement /Understanding (when applicable) - 1 certified copy 6. Approved Conforme Letter - 1 photocopy 7. Completely filled-out Training Reservation Form (for In-house/Special Training Courses) - 1 photocopy 8. List/Summary of Participants per Training Courses - 1 original copy	Packaging Technology Division; Food Processing Division; Chemicals and Energy Division; Environment and Biotechnology Division; and Technological Services Division Accounting Section, Finance and Management Division / 2nd Floor Metrology Building, ITDI Accounting Section, Finance and Management Division / 2nd Floor Metrology Building, ITDI Customer availing the service; Technological Services Division Customer availing the service; Technological Services Division RCTS Section, Technological Services Division / 2nd Floor Metrology Building, ITDI RCTS Section, Technological Services Division / 2nd Floor Metrology Building, ITDI



9. Development of Environmental Technology Verification Test Plan application form with ETV Reference No. (when applicable) - 1 original copy 10. Summary of Overall or Net Sales for a specified period and as agreed upon on the signed Memorandum of Agreement /Memorandum of Understanding - 1 photocopy 11. Proof of direct payment in the form of: - Validated Cash/Check/On-Coll Deposit Slips or List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) - 1 photocopy		Customer availing the service; Environment and Biotechnology Division Customer paying for royalty fee as an adopter of ITDI developed technology/ies. Customer availing the service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook in the office lobby and present a valid Identification Card.	1. Give the Visitor's Logbook to the customer and issue the Visitor's ID in lieu of the valid Identification Card.	None	8 minutes	Guard On duty, Lobby Metrology Building



<i>*Make sure to secure the Visitor's ID that will be issued.</i>				
2. Present the required documents to Window 2, Cashier Section.	2. Accept the required documents and check for correctness of details and completeness of signature. <i>If Deficient – Inform the customer of any deficiency and enumerate the missing requirements.</i> <i>If Complete – Proceed with the next step.</i>	None	4 minutes	Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building
3. Pay* the required fees at the Cashier Section. <i>*Make sure to secure an Official Receipt (O.R.) that will be issued upon payment.</i>	3.1 Accept the payment as specified in the Order of Payment (OP) and/or Technical Service Request (TSR) application form with assigned ETV Reference No.	As specified in the Order of Payment (OP) and/or Technical Services Request (TSR) form	2 minutes* <i>*per transaction</i>	Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building



	3.2 Input payment details to Online e-Payment System and/or Official Receipt Database Management System (ORDBMS) and generate Official Receipt (O.R.).	None		Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	3.3 Write down the Official Receipt No., Official Receipt Date, Amount Paid, and affix signature in the Order of Payment (OP) and Technical Services Request (TSR) form.	None	1 minute	Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
4. Receive the original copy of the Official Receipt, photocopy of Technical Service Request form, and change (when applicable).	4. Issue the original copy of the Official Receipt, copy of Technical Services Request form, and change (when applicable) to customer.	None	1 minute	Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
TOTAL:		As specified in the Order of Payment and Technical Services Request Form	16 Minutes	



3. Processing of Payment to Payee /Creditors Thru Check

Upon receipt of duly approved Disbursement Voucher(s)/Payrolls, the Cashier Section process payment thru the issuance of MDS/Commercial Check in paying various financial claims and obligations of the institute to various payees/creditors and contractors for the delivered goods and services, salaries, wages, utilities and remittances, and other financial claims, which are already due and demandable.

Office or Division:	Cashier Section
Classification:	Simple
Type of Transaction:	G2B, G2C, G2G
Who may avail:	Payee /Creditors of the institute
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Disbursement Voucher with complete supporting documents as pre-audited by Accounting Section, FMD. - All original copies and/or certified true copy. 2. Certification that the Payee/Creditor has no opened/ existing account to any depository bank in the Philippines (when applicable) - 1 original copy	Office of the Director; Office of the Deputy Director – ATS; and Office of the Deputy Director – R&D Concerned Payee/Creditor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Release duly approved Disbursement Voucher.	1.1 Receive approved Disbursement Voucher, check for completeness of signature, and acknowledge receipt by affixing signature on the logbook.	None	2 minutes	Administrative Assistant II Administrative Officer III Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	1.2 Stamp all received Disbursement Vouchers (DV) with received date and control number.	None	8 minutes	Administrative Assistant II, Administrative Officer III, Cashier Section Administrative Division / 2 nd Floor Metrology Building
	1.3 Encode the Disbursement Voucher details to the Cash System and generate a check and check stub.	None	10 minutes	Administrative Assistant II, Administrative Officer III, Cashier Section Administrative Division / 2 nd Floor Metrology Building



	1.4 Input check details to LBP's WinACICDES system and generate Advice of Check Issued and Cancelled (ACIC).	None	10 minutes	Administrative Assistant II, Administrative Officer III, Cashier Section Administrative Division / 2 nd Floor Metrology Building
	1.5 Review and verify accuracy and veracity of generated Check against the approved Disbursement Vouchers, and sign Check and Advice of Check Issued and Cancelled (ACIC) as Signing Officer.	None	10 minutes	Administrative Officer V, Cashier Section, Administrative Division Chief Administrative Officer, Finance and Management Division Chief Science Research Specialist, Technological Services Division / 2 nd Floor Metrology Building
2. Forward signed check, Advice of Check Issued and Cancelled (ACIC), and approved Disbursement Voucher to the Countersigning Officer.	2.1 Receive signed Check, Advice of Check Issued and Cancelled (ACIC), and approved Disbursement Voucher.	None	5 minutes	Science Aide, Office of the Director Administrative Aide IV, Office of the Deputy Director-ATS Science Aide,



				Office of the Deputy Director-R&D / 1 st Floor Metrology Building
	2.2 Review and verify accuracy and veracity of generated Check against the approved Disbursement Vouchers, and sign Check and Advice of Check Issued and Cancelled (ACIC) as Countersigning Officer	None	2 hours	Director Deputy Director for ATS Deputy Director for R&D / 1 st Floor Metrology Building
3. Forward signed check, Advice of Check Issued and Cancelled (ACIC), and approved Disbursement Voucher to the Cashier Section.	3.1 Receive signed Check and Advice of Check Issued and Cancelled (ACIC) with approved Disbursement Voucher.	None	5 minutes	Administrative Assistant II, Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	3.2 Check and verify completeness of signature on Check and Advice of Check Issued and Cancelled (ACIC)	None	5 minutes	Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building



	3.3 Collate and arrange Check and Advice of Check Issued and Cancelled (ACIC) and submit a copy (soft and hard copy) of financial documents to the agency's government servicing bank.	None	30 minutes	Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
TOTAL :		None	3 hours and 25 minutes	



4. Processing of Payment to Payee /Creditors Thru List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA).

Upon receipt of duly approved Disbursement Voucher(s)/Payrolls, the Cashier Section process payment thru the issuance of List of Due and Demandable Accounts Payables – Advice to Debit Accounts for payment of various financial claims and obligations of the institute to various payees/creditors and contractors for the delivered goods and services, salaries, wages, utilities and remittances, and other financial claims, which are already due and demandable.

Office or Division:	Cashier Section	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	Payee /Creditors of the institute	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
3. Approved Disbursement Voucher with complete supporting documents as pre-audited by Accounting Section, FMD. - All original copies and/or certified true copy.		Office of the Director; Office of the Deputy Director – ATS; and Office of the Deputy Director – R&D
4. Certification that the Payee/Creditor has no opened/ existing account to any depository bank in the Philippines (when applicable) - 1 original copy		Concerned Payee/Creditor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Release approved Disbursement Voucher with complete supporting documents as pre-audited by Accounting Section, FMD.	1.1 Receive approved Disbursement Voucher, check for completeness of signature, and acknowledge receipt by affixing signature on the logbook.	None	5 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division / 2 nd Floor Metrology Building
	1.2 Stamp Disbursement Voucher (DV) with received date and control number.	None	5 minutes	Administrative Assistant II Administrative Officer III, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	1.3 Encode the Disbursement Voucher details to Check / List of Due and Demandable Accounts	None	2 hours	Administrative Assistant II Administrative Officer III Cashier Section,



	Payable – Advice to Debit Account (LDDAP-ADA) Management Information System and generate List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE).			Administrative Division / 2 nd Floor Metrology Building
	1.4 Check and verify the correctness of entries and arrange generated List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE)	None	30 minutes	Administrative Officer V Cashier Section, Administrative Division / 2 nd Floor Metrology Building



2.1 Receive List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE) with approved Disbursement Voucher.	2. Release List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE) with approved Disbursement Voucher to Accounting Section.	None	5 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division / 2 nd Floor Metrology Building
2.2 Check and verify the correctness of entries on List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE) against the approved Disbursement Voucher and sign if found correct.		None	1 hour	Administrative Officer IV Accountant II Accountant IV Accounting Section Finance and Management Division / 2 nd Floor Metrology Building



2.3 Get file copy for Accounting Section of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE).		None	30 minutes	Administrative Assistant II Accounting Section Finance and Management Division / 2 nd Floor Metrology Building
3. Forward List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) with approved Disbursement Voucher.	3.1 Receive List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) duly signed by Accountant	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V Cashier Section Administrative Division / 2 nd Floor Metrology Building
	3.2 Prepare and generate Advice of Check Issued and Cancelled (ACIC).	None	30 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division / 2 nd Floor Metrology Building



4.1 Received Advice of Check Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE)	4. Forward Advice of Check Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) to 1 st Authorized Signatory	None	5 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division / 2 nd Floor Metrology Building
4.2 Check, verify and sign Advice of Check and Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) as Signing Officer.		None	1 hour	Administrative Officer V, Cashier Section, Administrative Division Chief Administrative Officer Finance and Management Chief Supervising Officer Technological Services Division / 2 nd Floor Metrology Building
5.1 Received Advice of Check Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to	5. Forward Advice of Check Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and	None	5 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division



Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE)	Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) to Countersigning Officer.			/ 2 nd Floor Metrology Building
5.2 Check, verify and sign Advice of Check and Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) as Countersigning Officer.		None	2 hours	Director Deputy Director for ATS Deputy Director for R&D / 1 st Floor Metrology Building
6. Forward signed List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) and Advice of Check Issued and Cancelled (ACIC).	6.1 Receive List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIAE) and Advice of Check Issued and Cancelled (ACIC).	None	5 minutes	Administrative Assistant II Administrative Officer III Cashier Section Administrative Division / 2 nd Floor Metrology Building



	6.2 Check and verify completeness of signature on List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE) and Advice of Check Issued and Cancelled (ACIC).	None	10 minutes	Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	6.3 Collate /Arrange List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIAE) and Advice of Check Issued and Cancelled (ACIC) and submit a copy of financial documents to the agency's government servicing bank.	None	30 minutes	Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
TOTAL :		None	1 day and 5 minutes	



5. Releasing of Check / Validated LDDAP-ADA and BIR Tax Certificate (BIR Form 2307) to Dealer and Creditors.

The Check/Validated LDDAP-ADA and Creditable Tax Withheld At Source (BIR Form 2307) are being released /issued to a particular Dealer/Creditor upon issuance of an Official and/or Collection Receipt as proof of receipt of payment from the institute for the delivered goods and services as specified in the approved Disbursement Voucher.

Office or Division:	Cashier Section	
Classification:	Simple	
Type of Transaction:	G2B, G2G	
Who may avail:	Supplier / Dealer of the institute	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Authorization Letter (1 original)		Supplier /Dealer's Company
2) Company ID or any valid ID of the authorizer (1 original, 1 photocopy)		Payee's Company, Bureau of the Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Agency, Social Security System, Government Service Insurance System, Land Transportation Office, Pag-IBIG
3) Company ID or any valid ID of the bearer/representative (1 original, 1 photocopy)		Payee's Company, Bureau of the Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Agency, Social Security System, Government Service Insurance System, Land Transportation Office, Pag-IBIG
4) Collection Receipt for Delivered Goods and Official Receipt for Services (1 original)		From the company of Supplier/Dealer as Authorized by BIR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documentary requirements to the Cashier.	1.1 Accept and assess for the validity of the presented documents and identifications.	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	1.2 Retrieve Disbursement Voucher(s) from file and give to Dealer/ Creditor together with the receiving copy of Tax Certificate (if applicable).	None	10 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
2.1 Issue Official /Collection Receipt as indicated in the Disbursement Voucher.	2. Accept the Official /Collection Receipt and the received copy of the Creditable Tax Withheld At Source BIR 2307.	None	10 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section, Administrative Division /



				2 nd Floor Metrology Building
2.2 Sign the Disbursement Voucher as proof of receipt of payment.		None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
3. Sign the Warrant Register as proof of acceptance of payment thru Check/ LDDAP-ADA.	3.1 Give the Warrant Register to Payee /Dealer to sign.	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section, Administrative Division / 2 nd Floor Metrology Building
	3.2 Issue the Check /copy of validated LDDAP-ADA and Creditable Tax Withheld At Source (BIR Form 2307) to Supplier /Dealer	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V, Cashier Section,



				Administrative Division / 2 nd Floor Metrology Building
TOTAL:		None	40 minutes	



6. Releasing of Check / Validated LDDAP-ADA and BIR Tax Certificate (BIR Form 2307) to Individual Payee.

The Check/Validated LDDAP-ADA and Creditable Tax Withheld At Source (BIR Form 2307) are being released /issued to a particular payee upon the presentation of required valid documents and identifications to the Cashier Section.

Office or Division:	Cashier Section	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>Principal Owner of Check</u> 1. Two (2) Valid Identification Cards (Company ID and/or any Government Issued Identification Card) - Present original I.D. card - 2 photocopies (front and dorsal side) <u>Representative</u> 1. Special Power of Attorney (notarized) and/or Authorization Letter - 1 original copy		 Payee's Company; Bureau of the Internal Revenue (BIR); Post Office; Department of Foreign Affairs (DFA); Philippine Statistics Agency (PSA); Social Security System (SSS); Government Service Insurance System (GSIS); Land Transportation Office (LTO); Pag-IBIG



2. Two (2) Valid Identification Cards (Company ID and/or any Government Issued Identification Card) of the person being represented - Present original I.D. card - 2 photocopies (front and dorsal side)		Payee's Company; Bureau of the Internal Revenue (BIR); Post Office; Department of Foreign Affairs (DFA); Philippine Statistics Agency (PSA); Social Security System (SSS); Government Service Insurance System (GSIS); Land Transportation Office (LTO); Pag-IBIG		
3. Two (2) Valid Identification Cards (Company ID and/or any Government Issued Identification Card) of the representative - Present original I.D. card - 2 photocopies (front and dorsal side)		Payee's Company; Bureau of the Internal Revenue (BIR); Post Office; Department of Foreign Affairs (DFA); Philippine Statistics Agency (PSA); Social Security System (SSS); Government Service Insurance System (GSIS); Land Transportation Office (LTO); Pag-IBIG		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documentary requirements to the Cashier.	1.1 Accept and assess for the validity of the presented documents and identifications.	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V Cashier Section, Administrative Division / 2 nd Floor Metrology Building
2. Sign the	2. Retrieve the Disbursement	None	5 minutes	Administrative Assistant II



Disbursement Voucher as proof of receipt of payment.	Voucher of the payee and give to the claimant to sign.			Administrative Officer III Administrative Officer V Cashier Section, Administrative Division / 2 nd Floor Metrology Building
3. Sign the Warrant Register as proof of acceptance of payment thru Check/LDDAP-ADA.	3.1 Give the Warrant Register to Payee for signature. 3.2 Issue the Check /Copy of Validated LDDAP-ADA and Creditable Tax Withheld At Source BIR Form 2307 (if applicable)	None	5 minutes	Administrative Assistant II Administrative Officer III Administrative Officer V Cashier Section, Administrative Division / 2 nd Floor Metrology Building
TOTAL:		None	15 Minutes	



Human Resources Management Section

External Service

1. Employment's Application for Contract of Service

Recruitment of candidate for Contract of Service personnel to perform specific task in accordance with the mission, vision, goals and objectives of the project / institute.

Office or Division:	Administrative Division – Human Resource Management Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government to Client	
Who may avail:	Internal and External Applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Application Letter (1 original copy)		Applicant
2) Personal Data Sheet (1 original copy)		Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form
3) Resume or Curriculum Vitae (1 Original copy)		Applicant
4) Official Transcript of Records (1 photocopy)		School graduated from



5) Diploma (1 photocopy)	School graduated from
6) Certificates of Eligibility or Board Exam Results (if applicable) (1 original copy)	Civil Service Commission (CSC) or Professional Regulation Commission (PRC)
7) Certificate of Employment (if applicable) (1 photocopy)	Company/Agency employed from
8) Certificates of Training (if applicable) (1 photocopy)	Training Provider
9) Recent 2 X 2 pictures and 1 x 1 ID pictures	Applicant
10) NBI Clearance (1 original copy)	National Bureau of Investigation
11) Birth Certificate (1 original copy)	Philippine Statistics Authority (PSA)
12) Marriage Contract (if married) (1 original copy)	Philippine Statistics Authority (PSA)
13) Medical Certificate (CS Form No. 211, Revised 2018) (1 original copy)	Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form
14) Endorsement Letter (2 original copies)	Project Leader
15) Approved Requisition of Employee (2 original copies)	Project Leader
16) Approved Line Item Budget (1 photocopy)	Project Leader



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit personally the Application Letter together with Personal Data Sheet, Resume or Curriculum Vitae, Official Transcript of Records, Diploma, Certificates of Eligibility or Board Exam Results (if applicable, recent 2 X 2 pictures and/or 1 x 1 ID pictures and any proof documents stated in your application.	1.1 Receive the application personally submitted by the applicant and stamp the same with the date and time of receipt.	None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.2 Evaluates profiles vis-à-vis prescribed minimum Qualifications Standards.	None	10 Minutes	<i>Administrative Officer V or Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Take a pre-qualifying exam.	2.1 Conduct/Administer employment examinations for qualified applicants.	None	1 Hour	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
3. Fill up Applicant Information Form.	3.1 Send the Applicant Information Form link to the applicant email address	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	3.2 Checks and tallies the scores of the examinations.	None	30 Minutes	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	3.4 Inform the applicant on the result of the exam and notify/explain what will do next in their application	None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
4: Attend scheduled Interview.	4.1 Conduct interview or behavioral event interview.	None	2 Hours	<i>Project Leader</i> Industrial Technology Development Institute
	4.2 Evaluate the applicant's credential and prepare Endorsement Letter together with Approved Requisition of Employee and other documentary requirements of applicant.	None	1 Day	<i>Project Leader</i> Industrial Technology Development Institute



5. Submit the documentary requirement such as medical certificate with original results of medical and NBI.	5.1 Check the documents submitted by the applicant.	None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
6. Sign and read the Contract and Research Agreement.	6.1 Prepare Contract of Service and Research Agreement.	None	2 Hours	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	6.2 Validate and submit to Project Leader and Project Accountant.	None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	6.3 Sign and check the Contract of Service and Research agreement.	None	2 Hours 1 Hour	<i>Project Leader</i> Industrial Technology Development Institute and Project Accountant/Financial Management Division/2 nd Flr. Metrology Building
	6.4 Sign the Contract of	None	1 Hour	<i>Administrative Officer V</i> Human Resource



	Service and Research Agreement.			Management Section/Administrative Division/2 nd Flr. Metrology Building
			2 Hours	<i>Director IV and Deputy Director for ATS</i> Office of the Director/Ground Floor, Metrology Building
	6.5 Call the hired COS to receive the Contract of Service and Research Agreement	None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
7. Receive approved Contract and Research Agreement.	7.1 Release the approved Contract of Service and Research Agreement.	None	5 Minutes	Clerk III/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
8. Notarize Contract Agreement.		None	1 Hour	Hired Contract Of Service
9. Return one (1) original copy of notarized Contract of Service to Records Management Section staff	9.1 Receive notarized Contract of Service for 201 file	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



10. Attend the Orientation.	10.1 Orient new employee .	None	1 Hour	<i>Administrative Officer V Clerk III Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building</i>
TOTAL:		None	2 Days, 6 Hours and 45 Minutes	



2. Employment's Application for Permanent Position

It is a process of reviewing, evaluating applications/credentials, selecting the right candidate to hire based on selection criteria and to perform specific task in accordance with the mission, vision, goals and objective of the institute.

- Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)
- DOST Merit Selection Plan
- 2016 ITDI Selection Criteria

Office or Division:	Administrative Division - Human Resource Management Section	
Classification:	Highly Technical based on Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)	
Type of Transaction:	G2C Government to Client	
Who may avail:	External Applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Application Letter (1 original copy)		Applicant
2) Personal Data Sheet (1 original copy)		Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form
3) Resume or Curriculum Vitae (1 original copy)		Applicant
4) Official Transcript of Records (1 photocopy)		School graduated from
5) Diploma (1 photocopy)		School graduated from
6) Certificates of Eligibility or Board Exam Results (1		Civil Service Commission (CSC) or Professional Regulation



original and 1 photocopy) 7) Certificate of Employment or Service Record (<i>with government service only</i>) (1 photocopy) 8) Performance rating in the last rating period (<i>with government service only</i>) (1 photocopy) 9) Certificates of Training (1 photocopy) 10) Recent 2 X 2 pictures 11) Any proof documents stated in your application (1 photocopy) 12) Medical Certificate (CS Form No. 211, Revised 2018) 13) NBI Clearance (1 original) 14) Birth Certificate (1 original) 15) Marriage Contract (if married) (1 original)		Commission (PRC) Company/Agency employed from Company/Agency employed from Training provider Applicant Applicant Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form National Bureau of Investigation Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit personally the Application Letter together with Personal	1.1 Receive the application personally submitted by the applicant and stamp the	None	30 Minutes	Administrative Officer II Human Resource Management



Data Sheet, Resume or Curriculum Vitae, Applicant's Data Sheet, Official Transcript of Records, Diploma, Certificates of Eligibility or Board Exam Results, Service Record, Performance rating in the last rating period, Certificates of Training, recent 2 X 2 pictures and any proof documents stated in your application.	same with the date and time of receipt. 1.2 Evaluates profiles vis-à-vis Civil Service Commission prescribed minimum Qualifications Standards.	None	2 Hours	Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer V or Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
2. Take a pre-qualifying exam.	2.1 Conduct/Administer employment examinations for qualified applicants. 2.2 Checks and tallies the scores of the examinations.	None None	1 Hour 1 Hour	<i>Administrative Officer II or Clerk II /</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



3. Fill up Applicant Information Form	3.1 Send the Applicant Information Form link to the applicant email address	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building Administrative Officer II or Administrative Officer V/Human
	3.2 Inform the applicant on the result of the exam and notify/explain what will do next in their application.	None	30 Minutes	Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	3.3 Evaluate qualification standard of each applicants/preliminary evaluation and prepare Profiling of Applicants	None	30 Days	Administrative Officer II/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	3.4 Release to concerned Divisional Selection Board	None	10 Minutes	Administrative Officer II / Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	3.5 Evaluate applicants through ITDI Selection Criteria/metric selection plan	None	90 Days	Divisional Selection Board/Industrial Technology Development Institute
	3.6 Conduct Background Investigation to the top 3 candidates	None	3 Days	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
4. Attend to the scheduled time and date of the Interview.	4.1 Conduct interview or behavioral event interview	None	4 Hours	Administrative Officer V/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building or Division Chief concerned/Industrial Technology Development Institute
	4.2 Deliberate and finalize evaluation of each applicant	None	1 Day	Human Resource Merit Promotion Selection Board/Industrial Technology Development Institute
	4.3 Prepare documentary requirements in the evaluation	None	7 Days	Secretariat/Administrative Officer II/Human Resource Management Section/Administrative



	4.4 Facilitate the signing of Human Resource Merit Promotion Selection Board	None	5 Days	Division/2 nd Flr. Metrology Building <i>Secretariat Administrative Officer II Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building</i>
	4.5 Makes the final selection of the best fit candidate for hire. Encircles the name of the preferred candidate and affixes signature in the Selection and Placement List.	None	7 Days	<i>Director IV / Office of the Director / Industrial Technology Development Institute/Ground Flr., Metrology Building</i>
5. Check the ITDI website/ITDI Bulletin Board the Announcement of Appointment.	5.1 Prepares Announcement of Appointment that will be posted to 3 conspicuous places.	None	2 Hours	<i>Administrative Officer II Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building</i>
	5.2 Approves the Announcement of Appointment	None	4 Hours	<i>Director IV Office of the Director/Industrial Technology Development</i>



				Institute/Ground Flr., Metrology Building
6. Receive the memo for Submission of Documentary Requirements for Appointment in the HRMS-ADM office.	6.1 Prepares a memo for Submission of Documentary Requirements for Appointment and release to the qualified candidate.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	6.2 Approves the memo for Submission of Documentary Requirements for Appointment.	None	2 Hours	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	6.3 Release the memo for Submission of Documentary Requirements for Appointment to qualified candidate.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
7. Submit two (2) original copies Personal Data Sheet, two (2) original copies ID Picture <i>(Taken within the last 6 months 3.5 cm. X</i>	7.1 Check the documents submitted	None	1 Hour	<i>Administrative Officer II /</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



4.5 cm (passport size) With full and handwritten name tag and signature over the printed name), Transcript of Records (Original and photocopy), Diploma (Original and photocopy), Authenticated copy of Civil Service Eligibility/Board Result, Certificate/s of Training, Original NBI Clearance, CSC Form - Medical Certificate, Original Birth Certificate, and Original Marriage Contract, if married				
8. Sign the Position Description Form	8.1 Prepare Appointments, Position Description Form (PDF), and other CSC forms relative to the appointment.	None	1 Day	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer V</i>



	8.2 Makes final review and approves hiring by signing the appointment papers.	None	1 Day	Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building,
			1 Day	<i>HRMPSB Chairperson</i> Industrial Technology Development Institute and
			1 Day	Director IV Office of the Director/ Industrial Technology Development Institute/Ground Flr. Metrology Building
9. Oath-taking.	9.1 Prepare CSC Form no. 32 Oath of Office and schedule Oath-taking	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	9.2 Conduct oath-taking and approves Oath of Office	None	1 Hour	<i>Director IV</i> Office of the Director/ Industrial Technology Development Institute/Ground Flr. Metrology Building
	9.3 Prepares Certificate of	None	2 Hours	<i>Administrative Officer II</i>



	Assumption			Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	9.4 Approves Certificate of Assumption	None	4 Hours	<i>Division Chief Concerned and Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
10. Sign and receive the appointment papers.	10.1 Release the appointment papers to Appointee.	None	30 Minutes	Administrative Officer II/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
11. Attend the Orientation.	11.1 Orient new employee.	None	4 Hours	<i>Human Resource Management Staff assigned</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



12. No activity.	12.1 Prepare RAI/ATAF and submit to CSC-DOST Field Office.	None	3 Days	Administrative Officer II / Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
TOTAL:		None	152 Days, 3 Hours & 45 Minutes	



3. Request of Service Record – Resigned / Retired Employee

Service record is given to retired and resigned employees as a proof of the details of their services rendered in the agency.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Resigned and Retired Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) One (1) original Request Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Floor, Metrology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form.	1.1 Receive the request form	None	2 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
	1.2 Prepare the service record and indicate the purpose. Update if necessary.	None	1 Hour	<i>Administrative Officer IV</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building



	1.3 Check and sign by the Human Resource Management Officer.	None	10 Minutes	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
2. Receive the signed Service Record.	2.1 Release to employee	None	2 Minutes	Retired or Resigned Employee
TOTAL:		None	One (1) Hour & Four (4) Minutes	



Internal Services

1. Filing of Application for Maternity Leave

Maternity Leave is a leave granted to a pregnant worker for one hundred five (105) Days pursuant to RA 11210.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G – Government to Government			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building		
2) One (1) Original Medical Certificate (for Maternity Leave)		OB-Gyne of the Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-ADM.	1.1 Receive Application for Leave.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	1.2 Validate and evaluate of Application for Leave' Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV/</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management Division, Planning & Management Information System Division			<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	Office of the Director, Packaging Technology Division			<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.6 Release application leave to the office of Deputy Director for ATS.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.7 Recommendation for approval / disapproval.	None	4 Hours	<i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground Flr. Metrology Building



	1.8 Release application leave to the Office of Director	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Deputy Director for Administrative & Technical Services/ Ground Flr., Metrology Building
	1.9 Approved/Signed Application Leave for approval / disapproval.	None	4 Hours	<i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved/signed of two (2) copies application leave to HRMS-ADMIN.	None	10 Minutes	<i>Science Aide</i> Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) copies of application leave.	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Receive and keep/file Signed/Approved application leave.	2.1 Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filling.	None	20 Minutes	



	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
	TOTAL:	None	Nine (9) Hours & 75 Minutes	



2. Filing Application for Paternity Leave

Paternity Leave is granted to a married male employee for seven (7) Days pursuant to RA 8187.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building		
2) One (1) photocopy of Medical Certificate		OB-Gyne of the wife of the employee		
3) One (1) photocopy of Marriage Contract/Certificate		Philippine Statistics Office (PSA)		
4) One (1) photocopy of Birth Certificate		Philippine Statistics Office (PSA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-ADM.	1.1 Receive Application for Leave.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	1.2 Validate and evaluate of Application for Leave . Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	10 Minutes	
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management Division, Planning & Management Information System Division			<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	Office of the Director, Packaging Technology Division			<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.6 Release application leave to the office of Deputy Director for ATS.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.7 Recommendation for approval / disapproval.	None	4 Hours	<i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground Flr. Metrology Building
	1.8 Release application leave to the Office of Director.	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Deputy Director for Administrative & Technical Services/ Ground Flr., Metrology Building



	1.9 Approved / Signed Application Leave for approval/disapproval.	None	4 Hours	<i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved / signed two (2) copies of application for leave to Human Resource Management Section-Administrative Division.	None	10 Minutes	<i>Science Aide</i> Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) original copies of application leave.	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Receive and keep/file Signed / Approved application leave.	1.12 Release one (1) original copy of application leave to the concerned employee and retain one (1) original copy for keeping/filing. Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and	None	20 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology



	Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
TOTAL:		None	Nine (9) Hours & 75 Minutes	



3. Filing of Application for Rehabilitation Leave

Rehabilitation Leave may be filed by an entitled employee for a maximum of six (6) months for wounds and/or injuries sustained while in the performance of official duties based on the Omnibus Rules on Leave.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building		
2) One (1) photocopy of Medical Certificate		Doctor of choice of the employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-ADM.	1.1 Receive Application for Leave.	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.2 Validate and evaluate of	None	10 Minutes	



	Application for Leave. Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology



				Building
	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card	None	10 Minutes	
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management			<i>Administrative Officer II</i> Human Resource Management



	Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
	1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	
	1.6 Release application leave to the office of Deputy Director for ATS.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
	1.7 Recommendation for approval / disapproval.	None	4 Hours	<i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground



	1.8 Release application leave to the Office of Director. 1.9 Approved/Signed Application Leave for approval / disapproval.	None None	10 Minutes 4 Hours	Flr. Metrology Building <i>Administrative Aide IV</i> Office of the Deputy Director for Administrative & Technical Services/ Ground Flr., Metrology Building <i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved/signed of two (2) copies application leave to HRMS-ADMIN.	None	10 Minutes	Science Aide/ Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) copies of application leave.	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



2. Receive and keep/file Signed/Approved application leave.	2.1 Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filing. Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division	None	20 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	Office of the Director, Packaging Technology Division			<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
TOTAL:		None	Nine (9) Hours & 75 Minutes	



4. Filing of Application for Sick Leave

Sick Leave may be applied by a regular employee as required in Rule XVI of the omnibus rules implementing book V of EO292.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G Government to Government			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave 2) One (1) photocopy of Medical Certificate (for more than 5 Days)		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building Doctor of choice of the employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-ADM.	1.1 Receive Application for Leave.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	1.2 Validate and evaluate of Application for Leave. Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	10 Minutes	
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			Administrative Aide III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management Division, Planning & Management Information System Division			<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	Office of the Director, Packaging Technology Division 1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
	1.6 Release application leave to the office of Deputy Director for ATS. 1.7 Recommendation for approval / disapproval.	None None	5 Minutes 4 Hours	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground Flr. Metrology Building



	1.8 Release application leave to the Office of Director	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Deputy Director for Administrative & Technical Services/ Ground Flr., Metrology Building
	1.9 Approved/Signed Application Leave for approval/disapproval	None	4 Hours	<i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved/signed of two (2) copies application leave to HRMS-ADMIN.	None	10 Minutes	<i>Science Aide</i> Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) copies of application leave.	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Receive and keep/file Signed/Approved application leave.	2.1 Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filing.	None	20 Minutes	



	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
TOTAL:		None	Nine (9) Hours & 75 Minutes	



5. Filing of Application for Solo Parent Leave

Solo Parent Leave is a privilege derived from Section 8 of RA8972 also known as the "Solo Parents' Welfare Act of 2000" wherein in addition to leave privileges under existing laws, parental leave of not more than seven (7) working Days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building		
2) Solo-Parent ID (Solo Parent Leave)		Resident Barangay of the employee / Department of Social Welfare		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-	1.1 Receive Application for Leave.	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



Administrative Division.	1.2 Validate and evaluate of Application for Leave Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	10 Minutes	
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management Division, Planning & Management Information System Division			<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	Office of the Director, Packaging Technology Division			<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.6 Release application leave to the office of Deputy Director for ATS.	None	5 Minutes	Clerk III/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.7 Recommendation for approval / disapproval.	None	4 Hours	<i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground Flr. Metrology Building
	1.8 Release application leave to	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Deputy Director for Administrative &



	the Office of Director. 1.9 Approved/Signed Application Leave for approval / disapproval.	None	4 Hours	Technical Services/ Ground Flr., Metrology Building <i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved/signed of two (2) copies application leave to HRMS-ADMIN .	None	10 Minutes	<i>Science Aide</i> Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) copies of application leave.	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Receive and keep/file Signed/Approved application leave.	2.1 Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filing. Chemicals & Energy Division, Material Science Division, Technological Service Division,	None	20 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology



	Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building
TOTAL:		None	Nine (9) Hours & 75 Minutes	



6. Filing of Application for Vacation Leave

Vacation Leave may be applied by a regular employee as required in Rule XVI of the omnibus rules implementing book V of EO292.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G - Government to Government			
Who may avail:	ITDI Regular Employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Two (2) original copies of Application for Leave Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Flr., Metrology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Application for Leave cleared by the Division Chief / Section Head to the Human Resource Management Section-ADM.	1.1 Receive Application for Leave.	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.2 Validate and evaluate of Application for Leave.	None	10 Minutes	



	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2nd Flr. Metrology Building



	1.3 Input Leave Credits Earned (VL &SL) as of to date.	None	10 Minutes	
	1.4 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	10 Minutes	
	Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division			<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Standards & Testing Division, National Metrology Division, Food Processing Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Administrative Division, Finance & Management Division, Planning & Management Information System Division			<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	Office of the Director, Packaging Technology Division			Clerk III/Human Resource Management Section/Administrative



	1.5 Certify the leave credits earned (VL & SL).	None	5 Minutes	Division/2 nd Flr. Metrology Building <i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.6 Release application leave to the office of Deputy Director for ATS.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.7 Recommendation for approval / disapproval.	None	4 Hours	<i>Deputy Director for Administrative & Technical Services</i> Office of the Deputy Director for Administrative & Technical Services/Ground Flr. Metrology Building
	1.8 Release application leave to the Office of Director	None	10 Minutes	<i>Administrative Aide IV</i> Office of the Deputy Director for Administrative & Technical Services/ Ground Flr., Metrology Building



	1.9 Approved / Signed Application Leave for approval / disapproval.	None	4 Hours	<i>Director</i> Office of the Director/Ground Flr., Metrology Building
	1.10 Release approved/signed of two (2) copies application leave to HRMS-ADMIN.	None	10 Minutes	<i>Science Aide</i> Office of the Director/Ground Flr., Metrology Building
	1.11 Receive and distribute approved/signed two (2) copies of application leave	None	20 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Receive and keep/file Signed/Approved application leave.	2.1 Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filing. Chemicals & Energy Division, Material Science Division, Technological Service Division, Environment and Biotechnology Division	None	20 Minutes	<i>Administrative Aide III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	Standards & Testing Division, National Metrology Division, Food Processing Division Administrative Division, Finance & Management Division, Planning & Management Information System Division Office of the Director, Packaging Technology Division			<i>Administrative Aide IV</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building <i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building <i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
TOTAL:		None	Nine (9) Hours & 75 Minutes	



7. Request for Certificate of Employment

Certificate of Employment is issued as requested to certify benefits and salaries received, date of start of service, last promotion and leave credits of employees for whatever legal it may serve.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G to G Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Request Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Floor, Metrology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form.	1.1 Receive the request form.	None	2 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
	1.2 Obtain data of employees from Personal Services Itemization and Plantilla of Personnel (PSIPOP), Longevity Payroll, Hazard	None	1 Hour	<i>Administrative Aide VI</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology



	Certification, List of PBB, other benefits/incentives and accumulated leave credits.			Building
	1.3 Prepare the Certificate of Employment and indicate the purpose.	None	30 Minutes	<i>Administrative Aide VI</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
	1.4 Check and signature the Certificated of Employment.	None	10 Minutes	Administrative Officer V Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
			10 Minutes	<i>Chief Administrative Officer/Office of the Chief</i> Administrative Division/2 nd Floor, Metrology Building
	1.5 Release to employee.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building



2. Receive the signed Certificate of Employment.				Employee concerned
TOTAL:			Two (2) Hours & seven (7) Minutes	



8. Employment Application for Contract of Service (Renewal)

Re-hiring the right candidate as Contract of Service personnel to perform specific task in accordance with the mission, vision, goals and objective of the project / institute.

Office or Division:	Administrative Division – Human Resource Management Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Internal Applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Personal Data Sheet (1 original copy)		Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form _____
2) Recent 2 X 2 pictures and 1 x 1 ID pictures		Applicant
3) Endorsement Letter (2 original copies)		Project Leader Project Leader
4) Approved Requisition of Employee (2 original copies)		Project Leader
5) Approved Line Item Budget (1 photocopy)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Personal Data Sheet, recent 2 X 2 pictures.	1.1 Receive the Approved Endorsement Letter and Requisition of Employee and Approved Line Item Budget.	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	1.2 Receive the Personal Data Sheet, recent 2 x 2 pictures and stamp the same with the date and time of receipt.	None	5 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Sign and read the Contract and Research Agreement.	2.1 Prepare Contract of Service and Research Agreement.	None	2 Hours	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.2 Validate and submit to Project Leader and Project Accountant.	None	10 Minutes	Clerk III Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	2.1 Sign and check the Contract of Service and Research agreement.	None	2 Hours	<i>Project Leader</i> Industrial Technology Development Institute and Project Accountant/Financial Management Division/2 nd Flr. Metrology Building
	2.2 Sign the Contract of Service and Research Agreement.	None	1 Hour	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.3 Call the hired COS to receive the Contract of Service and Research Agreement.	None	2 Hours	<i>Director IV and Deputy Director for ATS</i> Office of the Director/Ground Floor, Metrology Building
		None	10 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
3. Receive approve Contract of Service and Research Agreement.	3.1 Release the approved Contract of Service and Research Agreement.	None	5 Minutes	<i>Clerk III</i> Human Resource Management



4. Notarize Contract Agreement.		None	1 Hour	Section/Administrative Division/2 nd Flr. Metrology Building Hired Contract Of Service
5. Return one (1) original copy of notarized Contract of Service to Records Management Section staff.	5.1 Receive notarized Contract of Service for 201 file.	None	5 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
6. Orientation.	6.1 Orient new employee.	None	1 Hour	<i>Administrative Officer V</i> <i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
TOTAL:		None	1 Day, 2 Hours and 40 Minutes	



9. Employment's Application for Permanent Position

It is a process of reviewing, evaluating applications / credentials, selecting the right candidate to hire based on selection criteria and to perform specific task in accordance with the mission, vision, goals and objective of the institute.

- Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)
- DOST Merit Selection Plan
- 2016 ITDI Selection Criteria

Office or Division:	Administrative Division – Human Resource Management Section	
Classification:	Highly Technical based on Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)	
Type of Transaction:	G to G	
Who may avail:	Internal Applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter (1 original copy)		Applicant
2. Personal Data Sheet (1 original copy)		Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/Human Resource Management Section Form
3. Resume or Curriculum Vitae (1 original copy)		Applicant
4. Applicant's Data Sheet (<i>for Internal Applicant only</i>) (1 original copy)		Website of Industrial Technology Development Institute, www.itdi.dost.gov.ph
5. Official Transcript of Records (1 photocopy)		School graduated from



6. Diploma (1 photocopy) 7. Certificates of Eligibility or Board Exam Results (1 original copy and 1 photocopy) 8. Certificate of Employment or Service Record (<i>with government service only</i>) (1 photocopy) 9. Performance rating in the last rating period (<i>with government service only</i>) (1 photocopy) 10. Certificates of Training (1 photocopy) 11. Recent 2 X 2 pictures 12. Medical Certificate (CS Form No. 211, Revised 2018) 13. Any proof document stated in applicant's application (1 photocopy)		School graduated from Civil Service Commission (CSC) or Professional Regulation Commission (PRC) From Company/Agency employed From Company/Agency employed Training provider Applicant Website of Civil Service Commission (CSC), www.csc.gov.ph or ITDI/Administrative Division/ Human Resource Management Section Form Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit personally the Application Letter together with Personal Data Sheet, Resume or Curriculum Vitae,	1.1 Receive the application personally submitted by the applicant and stamp the same with the date and time of receipt.	None	30 Minutes	Administrative Officer II Human Resource Management Section/Administrative Division/2 nd Flr. Metrology



Applicant's Data Sheet, Official Transcript of Records, Diploma, Certificates of Eligibility or Board Exam Results, Service Record, Performance rating in the last rating period, Certificates of Training, recent 2 X 2 pictures and any proof documents stated in your application.	1.2 Evaluates profiles vis-à-vis Civil Service Commission prescribed minimum Qualifications Standards.	None	2 Hours	Building <i>Administrative Officer V or Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
2. Take a pre-qualifying exam.	2.1 Conduct/Administer employment examinations for qualified applicants.	None	1 Hour	<i>Administrative Officer II or Clerk II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.2 Checks and tallies the scores of the examinations.	None	1 Hour	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.3 Inform the applicant on the result of the exam and notify/explain what will do	None	30 Minutes	<i>Administrative Officer II or Administrative Officer V</i> Human Resource Management



	next in their application.			Section/Administrative Division/2 nd Flr. Metrology Building
	2.4 Evaluate qualification standard of each applicants/preliminary evaluation and prepare Profiling of Applicants.	None	30 Days	Administrative Officer II/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.5 Release to concerned Divisional Selection Board.	None	10 Minutes	<i>Administrative Officer II Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	2.6 Evaluate applicants through ITDI Selection Criteria/metric selection plan.	None	90 Days	<i>Divisional Selection Board</i> Industrial Technology Development Institute
	2.7 Conduct Background Investigation to the top 3 candidates.	None	3 Days	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
3. Go in the scheduled time and date of the Interview.	3.1 Conduct interview or behavioral event interview.	None	4 Hours	<i>Administrative Officer V</i> Human Resource Management



		None		Section/Administrative Division/2 nd Flr. Metrology Building or Division Chief concerned/Industrial Technology Development Institute
	3.2 Deliberate and finalize evaluation of each applicant.	None	1 Day	<i>Human Resource Merit Promotion Selection Board</i> Industrial Technology Development Institute
	3.3 Prepare documentary requirements in the evaluation.	None	7 Days	<i>Secretariat Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	3.4 Facilitate the signing of Human Resource Merit Promotion Selection Board.	None	5 Days	<i>Secretariat Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	3.5 Makes the final selection of the best fit candidate for hire. Encircles the name of the preferred candidate and		7 Days	<i>Director IV</i> Office of the Director/Industrial Technology Development Institute/Ground Flr.,



	affixes signature in the Selection and Placement List.			Metrology Building
4. Check the ITDI website/ITDI Bulletin Board the Announcement of Appointment.	4.1 Prepares Announcement of Appointment that will be posted to 3 conspicuous places.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	4.2 Approves the Announcement of Appointment.	None	4 Hours	<i>Director IV</i> Office of the Director/Industrial Technology Development Institute/Ground Flr., Metrology Building
5. Receive the memo for Submission of Documentary Requirements for Appointment in the HRMS-ADM office.	5.1 Prepares a memo for Submission of Documentary Requirements for Appointment and release to the qualified candidate.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	5.2 Approves the memo for Submission of Documentary Requirements for Appointment.	None	2 Hours	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



	5.3 Release the memo for Submission of Documentary Requirements for Appointment to qualified candidate.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
6. Submit two (2) original copies Personal Data Sheet, two (2) copies ID Picture (Taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over the printed name), Transcript of Records (Original and photocopy), Diploma (Original and photocopy), Authenticated copy of Civil Service Eligibility/Board Result, Certificate/s of Training, Original NBI Clearance, CSC Form	6.1 Check the documents submitted.	None	1 Hour	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



- Medical Certificate, Original Birth Certificate, and Original Marriage Contract, if married 7. Sign Position Description Form.	7.1 Prepare Appointments, Position Description Form (PDF), and other CSC forms relative to the appointment.	None	1 Day	Administrative Officer II Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	7.2 Make final review and approves hiring by signing the appointment papers.	None	1 Day	Administrative Officer V Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building,
			1 Day	HRMPSB Chairperson/Industrial Technology Development Institute and
			1 Day	Director IV Office of the Director/ Industrial Technology Development Institute/Ground Flr. Metrology Building
8. Oath-taking.	8.1 Prepare CSC Form no. 32	None	2 Hours	Administrative Officer



	Oath of Office and schedule Oath-taking.			II/Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	8.2 Conduct oath-taking and approves Oath of Office.	None	1 Hour	<i>Director IV</i> Office of the Director/ Industrial Technology Development Institute/Ground Flr. Metrology Building
	8.3 Prepares Certificate of Assumption.	None	2 Hours	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	8.4 Approves Certificate of Assumption.	None	4 Hours	<i>Division Chief</i> Concerned/Industrial Technology Development Institute and <i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building



9. Sign and receive the appointment papers.	9.1 Release the appointment papers to Appointee.	None	30 Minutes	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
10. Attend the Orientation.	10.1 Orient new employee.	None	4 Hours	<i>Human Resource Management Staff</i> assigned Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
	11.1 Prepare RAI/ATAF and submit to CSC-DOST Field Office.	None	3 Days	<i>Administrative Officer II</i> Human Resource Management Section/Administrative Division/2 nd Flr. Metrology Building
TOTAL:		None	152 Days, 3 Hours & 40 Minutes	



10. Request of Service Record

Service record is given to active employees as a proof of the details of their services rendered to the agency.

Office or Division:	Administrative Division – Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) One (1) original Request Form		ITDI/Administrative Division/Human Resource Management Section/2 nd Floor, Metrology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form.	1.1 Receive the request form.	None	2 Minutes	<i>Clerk III</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
	1.2 Prepare the service record and indicate the purpose. Update if necessary.	None	1 Hour	<i>Administrative Officer IV</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building



2. Receive the signed Service Record.	1.3 Check and sign by the Human Resource Management Officer	None	10 Minutes	<i>Administrative Officer V</i> Human Resource Management Section/Administrative Division/2 nd Floor, Metrology Building
	1.4 Release to employee.		2 Minutes	Employee concerned
TOTAL:		None	One (1) Hour & four (4) Minutes	



Property & Procurement Management Section

External Services

1. Request for Extension of Delivery / Change of Specification and/or Cancellation of Order

The request for extension of delivery, change of specification and cancellation of Purchase / Work Order is granted to the External Provider / Supplier based on careful evaluation and meritorious grounds with or without liquidated damages.

Office or Division:	ADM-Property & Procurement Management Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All ITDI Eligible External Providers (Supplier)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Duly signed Letter of Request (1 Original) Note: If request is change of Model/Brand, include comparison of model under Purchase Order versus new proposed Model/Brand as to the Cost and Specifications / Features, (1 original)		External Provider / Supplier availing the request External Provider / Supplier availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1.1 Receive and check details & requirements for completeness; assign	None	12 Minutes	<i>Administrative Aide IV</i> Property & Procurement Section – Administrative



	control number; and input name of signatories			Division, 2F Metrology Building
	1.2 Review and record control number and its significant details for monitoring.	None	5 Minutes	<i>Administrative Officer V</i> Property & Procurement Section – Administrative Division, 2F Metrology Building
	1.3 Evaluate the request and sign to conforme.	None	4 Hours	<i>End-user</i> Office of the End-user
	Note: If letter is a response from inspector's findings.			
	1.4 Further evaluation, validation and testing.	None	2 Days	<i>Inspection Committee Member</i> Office of the End-user
	1.5 Sign to endorse the request.	None	5 Minutes	<i>Division Chief</i> Office of the Division Chief
	1.6 Approve the request.	None	5 Minutes	<i>Director</i> Office of the Director, GF Metrology Building
2. Receive approved letter of request.	2.1 Fax, email or call the supplier to inform that request has been approved.	None	3 Minutes	<i>Administrative Aide IV</i> Property & Procurement Section – Administrative Division, 2F Metrology Building
TOTAL:		None	2 Days, 4 Hours and 30 Minutes	



Internal Services

1. Procurement of Goods and Services

The procurement of goods and services is governed by the provisions under the Republic Act (RA) 9184 and its Implementing Rules and Regulations. Requisitioned item / service shall be in accordance with the approved budget and Annual Procurement Plan (APP).

A. Agency to Agency

Agency to Agency procurement may be resulted to procurement from another agency of the government that has determined to be more efficient and economical for the government without the need of public bidding.

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Officials and Employees (End-user)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Agency to Agency		
1) Duly approved Purchased Request (1 Original 1 Duplicate)		Official / employees / end-user availing the request
2) Justification		Official / employees / end-user availing the request



3) Quotation from the external provider / supplier		External provider / Supplier / Bidder		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request with justification and quotation.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	<i>Administrative Officer IV</i> (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	
	1.3 Assess / allot budget.	None	7 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request with supporting documents.	None	5 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	2.2 Record in the logbook.	None	5 Minutes	
	2.3 Prepare resolution.	None	10 Minutes	



3. No activity.	3.1 Review and sign resolution.	None	1 Day	<i>BAC Committee Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
5. No activity.	5.1 Prepare Notice of Award.	None	10 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
6. No Activity.	6.1 Approve Notice of Award.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
7. No activity.	7.1 Issue Notice of Award.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	7.2 Input awarded items to database.	None	10 Minutes	
	7.3 Release duly approved Resolution with attachments to Property and Procurement Management Section (PPMS).	None	10 Minutes	
8. No activity.	8.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.2 Prepare Purchase / Work Order (PO/WO) and Obligation Request Status (General Fund) or Budget	None	30 Minutes	



	Utilization Request (BURS).			
	8.3 Review and check completeness of details and its attachments.	None	1 Hour	Administrative Officer V ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.4 Record in the Database and logbook.	None	15 Minutes	Administrative Officer V / Administrative Assistant II ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.5 Release the prepared PO/WO to end-user.	None	2 Minutes	Administrative Assistant II ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
9. Review and sign the Purchase / Work Order.	9.1 No activity.	None	15 Minutes	End-user
10. Forward to Division Chief / Project Leader for clearance.	10.1 No activity.	None	1 Minute	End-user
	10.2 Receive and put initials	None	30 Minutes	Division Chief



	under approving authority.			Office of the Chief
	10.2 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide Office of the End-user</i>
11. No activity.	11.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II FMD-Office of the Chief 2nd Flr. Metrology Building</i>
	11.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV FMD-Budget Section 2nd Flr. Metrology Building</i>
	11.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V FMD-Budget Section 2nd Flr. Metrology Building</i>
	11.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II (Regular Fund) FMD-Accounting Section 2nd Flr. Metrology Building</i> <i>Project Accountant (Trust Fund) FMD-Accounting Section 2nd Flr. Metrology Building</i>



	11.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	<i>Administrative Officer IV or Accountant II or Accountant IV (Regular Fund)</i> FMD-Accounting Section 2 nd Flr. Metrology Building
	11.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
12. No activity.	12.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
	12.2 Approve POWO.	None	30 Minutes	<i>Director (for items above Php300K)</i> Office of the Director <i>Deputy Director for ATS / R&D (for items below Php300K)</i> Office of the Deputy Director 1 st Floor Metrology Building
	12.3 Release approved POWO to the PPMS.	None	3 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) 1 st Flr. Metrology Building



13. Receive approved PO/WO and wait for delivery of the requisitioned item as per schedule stated in the PO/WO.	13.1 Receive approved PO/WO.	None	5 Minutes	Administrative Assistant II ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	13.2 Notify external provider and end-user of the approved PO/WO via fax, email or telephone call.	None	10 Minutes	
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				
14. Receive delivery from the external provider, (if heavy / bulk item)	14.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS).	None	15 Minutes	Administrative Aide IV Property & Procurement Management Section 2 nd Flr. Metrology Building
15. Agree the schedule of inspection.	15.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	Administrative Aide IV Property & Procurement Management Section 2 nd Flr. Metrology Building
16. Attend / assist the inspection.	16.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS /



				<i>End-user</i> Office of the End-user
17. Receive and utilize requisitioned item.	17.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	4 Days, 8 Hours and 10 Minutes plus delivery Days as stated in PO/WO	



B. Direct Contracting

Direct Contracting or single source procurement may be resulted to when the procurement involves goods of proprietary nature, which can be obtained only from the proprietary source, that is, when patents, trade secrets, and copy rights prohibit others from manufacturing the same item.

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	ITDI Officials and Employees (End-user)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Duly approved Purchased Request (1 Original 1 Duplicate)	Official / employees / end-user availing the request
2) Justification	Official / employees / end-user availing the request
3) Quotation from the external provider / supplier	External provider / Supplier / Bidder
4) Certificate of Exclusive Distributorship or Memorandum of Agreement whichever is applicable	External provider / Supplier / Bidder



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request with justification, quotation and Certificate of Exclusive Distributorship or Memorandum of Agreement (whichever is applicable).	1.1 Receive, record and control Purchase Request.	None	2 Minutes	<i>Administrative Officer IV</i> (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	
	1.3 Assess / allot budget.	None	7 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request with supporting documents.	None	5 Minutes	
	2.2 Record the documents in the logbook.	None	5 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	2.3 Prepare resolution	None	10 Minutes	



	recommending for award			
3. No activity.	3.1 Review and sign resolution.	None	1 Day	<i>BAC Committee Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
5. No activity.	5.1 Prepare Notice of Award.	None	10 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
6. No Activity.	6.1 Approve Notice of Award.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
7. No activity.	7.1 Issue Notice of Award.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	7.2 Input awarded items to database.	None	10 Minutes	
	7.3 Release duly approved Resolution with attachments to Property and Procurement Management Section (PPMS).	None	10 Minutes	
8. No activity.	8.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.2 Prepare Purchase / Work	None	30 Minutes	



	Order (PO/WO) and Obligation Request Status (General Fund) or Budget Utilization Request (BURS).			
	8.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.5 Release the prepared PO/WO to end-user.	None	2 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
9. Review and sign the Purchase / Work Order.	9.1 No activity.	None	15 Minutes	<i>End-user</i>
10. Forward to Division Chief / Project Leader	10.1 No activity.	None	1 Minute	<i>End-user</i>



for clearance.	10.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief</i> Office of the Chief
	10.2 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide</i> Office of the End-user
11. No activity.	11.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
	11.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV</i> FMD-Budget Section 2 nd Flr. Metrology Building
	11.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V</i> FMD-Budget Section 2 nd Flr. Metrology Building
	11.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building



	11.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	<i>Administrative Officer IV or Accountant II or Accountant IV (Regular Fund)</i> FMD-Accounting Section 2 nd Flr. Metrology Building
	11.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
12. No activity.	12.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
	12.2 Approve POWO.	None	30 Minutes	<i>Director</i> (for items above Php300K) Office of the Director <i>Deputy Director for ATS / R&D</i> (for items below Php300K) Office of the Deputy Director 1 st Flr. Metrology Building
	12.3 Release approved POWO to the PPMS.	None	3 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D)



				Ground Flr. Metrology Building
13. Receive approved PO/WO and wait for delivery of the requisitioned item as per schedule stated in the PO/WO.	13.1 Receive approved PO/WO.	None	5 Minutes	
	13.2 Notify external provider and end-user of the approved PO/WO via fax, email or telephone call.	None	10 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				
14. Receive delivery from the external provider, (if heavy / bulk item)	14.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS). If item is above Php15,000.00, prepare Equipment Ledger Card.	None	15 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
15. Agree the schedule of inspection.	15.1 Coordinate with end-user and Inspection and Committee member on	None	5 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section



	the schedule of inspection.			2 nd Flr. Metrology Building
16. Attend / assist the inspection and sign the Property Acknowledgment Receipt or Inventory Custodian Slip.	16.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	<i>Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user</i> Office of the End-user
17. Receive and utilize requisitioned item.	17.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	4 Days, 8 Hours and 10 Minutes plus delivery Days as stated in PO/WO	



C. Negotiated Procurement – Two Failed Bidding

The Procuring Entity may result to this mode of procurement where there has been failure of competitive bidding or Limited Source Bidding for the second time as provided for in Section 35 of RA 9184 and its IRR, when: a) No bids are received; b) All prospective bidders are declared ineligible; c) All bids fail to comply with all the bid requirements or fail post-qualification, or, in the case of Consulting Services, there is no successful negotiation; or d) The bidder with the LCRB, HRRB, SCRB or SRRB refuses, without justifiable cause, to accept the award of contract, and no award is made in accordance with Section 40 of the Act and the IRR of RA 9184.

Office or Division:	Bids and Awards Committee (BAC) ; Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	ITDI Officials and Employees (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Duly approved Purchased Request (1 Original 1 Duplicate)		Official / employees / end-user availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	Administrative Officer IV (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	



	1.3 Assess / allot budget.	None	7 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	Note: After conduct of the mandatory review of the terms, conditions, specifications, and cost estimates, the BAC, based on its findings, as assisted by its Secretariat, TWG and End-User unit may revise and agree on the technical, legal and financial eligibility requirements and technical specifications or terms of reference, and if necessary, adjust the ABC, subject to the required approvals.			



	2.1 Prepare resolution recommending to conduct Negotiated Procurement – Two Failed Biddings	None	1 Hour	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
3. No activity.	3.1 Review and sign resolution.	None	1 Day	<i>BAC Committee Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
5. No activity.	5.1 Revise the Annual Procurement Plan and Post in the ITDI website.	None	10 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
6. No Activity.	6.1 Invite at least three (3) prospective bidders who are technically, legally and financially capable, including those previously disqualified.	None	1 Day	<i>BAC Secretariat BAC Members BAC Technical Working Group End-user Observers External Providers / Suppliers Administrative Division 2nd Flr. Metrology Building</i>
7. Attend pre-bid conference.	7.1 Conduct pre-bid conference.	None	1 Day (paused clock)	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>



8. Attend opening of bids.	8.1 Conduct opening of bids.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
9. Participate in evaluation of bids.	9.1 Evaluate bids.	None	2 Days	<i>BAC Technical Working Group</i> Administrative Division 2 nd Flr. Metrology Building
10. No activity.	10.1 Prepare Notice of Lowest Calculated Bid to supplier.	None	1 Hour	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
11. No activity.	11.1 Approved Notice of Lowest Calculated Bid.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
12. No activity.	12.1 Issue Notice of Lowest Calculated Bid to Supplier.	None	3 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
13. No activity.	13.1 Issue Notice of Post-Qualification.	None	10 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
14. No activity.	14.1 Conduct post-qualification.	None	2 Days	<i>BAC Technical Working Group</i> <i>End-user</i> Office of the External Provider / Supplier
14. No activity.	14.1 Prepare resolutions recommending for award	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building



	and resolution for winning bidder.			
15. No activity.	15.1 Review and sign resolution.	None	1 Day	<i>BAC Members</i> Administrative Division 2 nd Flr. Metrology Building
16. No activity.	16.1 Approved Resolution.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
17. No activity.	17.1 Prepare Notice of Award.	None	1 Hour	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
18. No activity.	18.1 Approved Notice of Award.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
19. No activity.	19.1 Release Notice of Award to external providers / supplier; post to PhilGEPs.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
20. No activity.	20.1 Release Resolution and all its supporting documents to the Property & Procurement Management Section.	None	10 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
21. No activity.	21.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II</i> ADM-Property &



	21.2 Prepare Purchase / Work Order (PO/WO) and Obligation Request Status (General Fund) or Budget Utilization Request (BURS).	None	30 Minutes	Procurement Management Section 2 nd Flr. Metrology Building
	21.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	21.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	21.5 Release the prepared PO/WO to end-user.	None	2 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
22. Review and sign the Purchase / Work Order.	22.1 No activity.	None	15 Minutes	<i>End-user</i>



23. Forward to Division Chief / Project Leader for clearance.	23.1 No activity.	None	1 Minute	<i>End-user</i>
	23.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief</i> <i>Office of the Chief</i>
	23.3 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide</i> <i>Office of the End-user</i>
24. No activity.	24.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
	24.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV</i> FMD-Budget Section 2 nd Flr. Metrology Building
	24.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V</i> FMD-Budget Section 2 nd Flr. Metrology Building
	24.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or</i> <i>Administrative Assistant II</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund)



	24.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	FMD-Accounting Section 2 nd Flr. Metrology Building <i>Administrative Officer IV or Accountant II or Accountant IV (Regular Fund)</i> FMD-Accounting Section 2 nd Flr. Metrology Building
	24.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
25. No activity.	25.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) 1 st Flr. Metrology Building
	25.2 Approve POWO.	None	30 Minutes	<i>Director (for items above Php300K)</i> Office of the Director <i>Deputy Director for ATS / R&D (for items below Php300K)</i> Office of the Deputy Director 1 st Flr. Metrology Building
	25.3 Release approved POWO to the PPMS.	None	3 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy



				Director (ATS/R&D) Ground Flr. Metrology Building
26. Receive approved PO/WO and wait for delivery of the requisitioned item as per schedule stated in the PO/WO.	26.1 Receive approved PO/WO.	None	5 Minutes	
	26.2 Notify external provider and end-user of the approved PO/WO via fax, email or telephone call.	None	10 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				
27. Receive delivery from the external provider, (if heavy / bulk item)	27.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS).	None	15 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
27. Agree the schedule of inspection.	27.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
28. Attend / assist the	28.1 Conduct inspection of	None	2 Days	<i>Inspection Committee</i>



inspection.	item as to specification stipulated in the PO/WO.			<i>Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user</i> Office of the End-user
29. Receive and utilize requisitioned item.	29.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	13 Days, 12 Hours and 43 Minutes plus delivery Days as stated in PO/WO	



D. Bidding Process through Negotiated Procurement - Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Service

Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor, or consultant as determined by the HOPE. The requirement is for: a) Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter, sculptor, etc.); b) Scientific, academic, scholarly work or research, or legal services; c) Highly-specialized life-saving medical equipment, as certified by the Department of Health; d) Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or e) Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media, due to the nature of the information to be disseminated.

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	ITDI Officials and Employees (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Terms of Reference		Official / employees / end-user availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	Administrative Officer IV (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	



	1.3 Assess / allot budget.	None	7 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request.	None	5 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	2.2 Prepare resolution recommending for the conduct of Scientific, Scholarly, or Artistic Work, Exclusive Technology and Media Service.	None	1 Day	
3. No activity.	3.1 Review and sign resolution.	None	1 Day	<i>BAC Committee Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director</i> Office of the Director Ground Flr. Metrology Building



5. No activity.	5.1 Prepare the Annual Procurement Plan and Post in the ITDI website.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
6. No activity.	6.1 Invite prospective supplier/bidder.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
7. Participate in negotiation.	7.1 Negotiate with a technically, legally and financially capable supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by the End-User.	None	1 Day	<i>BAC Secretariat</i> <i>BAC Members</i> <i>BAC Technical Working Group</i> <i>End-user</i> <i>External Provider / Supplier</i> Administrative Division 2 nd Flr. Metrology Building
8. No activity.	8.1 Prepare resolution recommending the award of contract.	None	1 Hour	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
9. No activity.	9.1 Approve resolution.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
10. No Activity.	10.1 Prepare Notice of Award.	None	1 Hour	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
11. No Activity.	11.1 Approve Notice of Award.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building



12. No activity.	12.1 Issue Notice of Award.	None	1 Day	
	12.2 Release duly approved Resolution with attachments to Property and Procurement Management Section (PPMS).	None	10 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
13. No activity.	13.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II ADM-Property & Procurement Management Section 2nd Flr. Metrology Building</i>
	13.2 Prepare Purchase / Work Order (PO/WO) and Obligation Request Status (General Fund) or Budget Utilization Request (BURS).	None	30 Minutes	
	13.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V ADM-Property & Procurement Management Section 2nd Flr. Metrology Building</i>
	13.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II ADM-Property & Procurement Management</i>



	13.5 Release the prepared POWO to end-user.	None	2 Minutes	Section 2 nd Flr. Metrology Building <i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
14. Review and sign the Purchase / Work Order.	14.1 No activity.	None	15 Minutes	<i>End-user</i>
15. Forward to Division Chief / Project Leader for clearance.	15.1 No activity.	None	1 Minute	<i>End-user</i>
	15.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief</i> Office of the Chief
	15.3 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide</i> Office of the End-user
16. No activity.	16.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
	16.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV</i> FMD-Budget Section 2 nd Flr. Metrology Building



	16.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V</i> FMD-Budget Section 2 nd Flr. Metrology Building
	16.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	16.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	16.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
17. No activity.	17.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy



	17.2 Approve POWO.	None	30 Minutes	Director (ATS/R&D) Ground Flr. Metrology Building <i>Director</i> (for items above Php300K) Office of the Director <i>Deputy Director for ATS / R&D</i> (for items below Php300K) Office of the Deputy Director 1st Flr. Metrology Building
	17.3 Release approved POWO to the PPMS.	None	3 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) 1st Flr. Metrology Building
18. Receive approved POWO and wait for delivery of the requisitioned item as per schedule stated in the POWO.	18.1 Receive approved POWO.	None	5 Minutes	
	18.2 Notify external provider and end-user of the approved POWO via fax, email or telephone call.	None	10 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2nd Flr. Metrology Building
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				



19. Receive delivery from the external provider, (if heavy / bulk item)	19.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS).	None	15 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
20. Agree the schedule of inspection.	20.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
21. Attend / assist the inspection.	21.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	<i>Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user</i> Office of the End-user
22. Receive and utilize requisitioned item.	22.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	8 Days, 10 Hours and 35 Minutes plus delivery Days as stated in PO/WO	



E. Public Bidding

Procurement of goods, services and infrastructure project with an Approved Budget of the Contract (ABC) of above One Million pesos (Php 1,000,000.00).

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	ITDI Officials and Employees (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Duly approved Purchased Request (1 Original 1 Duplicate)		Official / employees / end-user availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	<i>Administrative Officer IV</i> (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	
	1.3 Assess / allot budget.	None	7 Minutes	



	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request. 2.2 Record the documents in the logbook and input quotation number.	None None	5 Minutes 5 Minutes (paused clock)	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
3. Attend pre-procurement conference.	3.1 Conduct pre-procurement conference.	None	1 Day	<i>BAC Secretariat</i> <i>BAC Member</i> <i>BAC Technical Working Group</i> <i>End-user</i> Administrative Division 2 nd Flr. Metrology Building
4. Revise technical specifications of submitted PR as a result of the pre-procurement.	4.1 No Activity.	None	5 Days	<i>End-user</i>
5. Submit revised PR.	5.1 Receive revised PR.	None	5 Minutes	<i>BAC Secretariat</i>



				Administrative Division 2 nd Flr. Metrology Building
6. No activity.	6.1 Prepare Invitation to Bid.	None	1 Hour	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
7. No activity.	7.1 Approve Invitation to Bid.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
8. No activity.	8.1 Posting of Invitation to Bid to PhilGEPs.	None	7 Days	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
9. Attend pre-bid conference.	9.1 Conduct pre-bid conference.	None	1 Day (paused clock for 12 Days)	<i>BAC Secretariat</i> <i>BAC Members</i> <i>BAC Technical Working Group</i> <i>End-user</i> <i>Observers</i> <i>External Providers / Supplier</i> Administrative Division 2 nd Flr. Metrology Building
10. Attend opening of bids.	10. Conduct opening of bids.	None	1 Day	<i>BAC Secretariat</i> <i>BAC Members</i> <i>BAC Technical Working Group</i> <i>End-user</i> <i>Observers</i> <i>External Providers / Supplier</i> Administrative Division 2 nd Flr. Metrology Building



11. Participate in evaluation of bids.	11.1 Evaluate bids.	None	1 Day	<i>BAC Technical Working Group End-user Observers External Providers / Supplier Administrative Division 2nd Flr. Metrology Building</i>
12. No activity.	12.1 Prepare Notice of Lowest Calculated Bid.	None	1 Day	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
13. No Activity.	13.1 Approved Notice of Lowest Calculated Bid.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
14. No activity.	14. Issue Notice of Lowest Calculated Bid to external provider / supplier.	None	10 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
15. Participate in post-qualification.	15.1 Conduct post-qualification.	None	7 Days	<i>BAC Members BAC Technical Working Group End-user Administrative Division 2nd Flr. Metrology Building</i>
16. No Activity.	16. Prepare Notice of Post-Qualification.	None	1 Day	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
17. No activity.	17.1 Approved Notice of Post-Qualification.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
18. No activity.	18.1 Issue Notice Post-Qualification to supplier.	None	30 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>



19. No Activity.	19.1 Prepare resolution recommending for award and resolution for winning bidder.	None	1 Day	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
20. No activity.	20.1 Review and sign resolution.	None	1 Day	<i>BAC Members</i>
21. No activity.	21.1 Approve resolution.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
22. No activity.	23. Prepare Notice of Award.	None	1 Hour	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
23. No activity.	23.1 Approved Notice of Award.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
24. No activity	24.1 Issue Notice of Award to external provider / supplier.	None	30 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
25. No activity.	25.1 Release of resolution and all supporting documents to Property and Procurement Management Section.	None	5 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
26. No activity.	26.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II ADM-Property & Procurement Management Section 2nd Flr. Metrology Building</i>
	26.2 Prepare Purchase / Work	None	30 Minutes	



	Order (PO/WO) and Obligation Request Status (if General Fund) or Budget Utilization Request (if Grant-in-Aids).			
	26.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	26.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	26.5 Release the prepared PO/WO to end-user.	None	2 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
27. Review and sign the Purchase / Work Order.	27.1 No activity.	None	15 Minutes	<i>End-user</i>
28. Forward to Division Chief / Project	28.1 No activity.	None	1 Minute	<i>End-user</i>



Leader for clearance.	28.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief</i> Office of the Chief
	28.3 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide</i> Office of the End-user
29. No activity.	29.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
	29.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV</i> FMD-Budget Section 2 nd Flr. Metrology Building
	29.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V</i> FMD-Budget Section 2 nd Flr. Metrology Building
	29.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section



	29.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	2 nd Flr. Metrology Building <i>Administrative Officer IV or Accountant II or Accountant IV (Regular Fund)</i> FMD-Accounting Section 2 nd Flr. Metrology Building
	29.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
30. No activity.	30.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
	30.2 Approve POWO.	None	30 Minutes	<i>Director (for items above Php300K)</i> Office of the Director <i>Deputy Director for ATS / R&D (for items below Php300K)</i> Office of the Deputy Director 1 st Flr. Metrology Building
	30.3 Release approved POWO to the PPMS.	None	3 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy



				Director (ATS/R&D) Ground Flr. Metrology Building
31. Receive approved PO/WO and wait for delivery of the requisitioned item as per schedule stated in the PO/WO.	31.1 Receive approved PO/WO.	None	5 Minutes	
	31.2 Notify external provider and end-user of the approved PO/WO via fax, email or telephone call.	None	10 Minutes (paused clock)	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				
32. Receive delivery from the external provider, (if heavy / bulk item)	32.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS). If item is above Php15,000.00, prepare Equipment Ledger Card.	None	15 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building



33. Agree the schedule of inspection.	33.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
34. Attend / assist the inspection.	34.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	<i>Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user</i> Office of the End-user
35. Receive and utilize requisitioned item.	35.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	43 Days, 9 Hours and 8 Minutes plus delivery Days as stated in PO/WO	



F. Repeat Order

Repeat Order procurement maybe resulted to when there is a need to replenish the goods which were originally procured through public bidding.

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	ITDI Officials and Employees (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Duly approved Purchased Request (1 Original 1 Duplicate)		Official / employees / end-user availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	<i>Administrative Officer IV</i> (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	
	1.3 Assess / allot budget.	None	7 Minutes	



	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request.	None	5 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	2.2 Record the Purchase Request in the Logbook.	None	5 Minutes	
	2.3 Check if the provisions for repeat order are met:	None	1 Hour	
	a. The procurement of goods to be replenished shall be from the original winning bidder. b. Unit prices of the goods subject to repeat order must be the same as or lower than those in the original contract. c. the repeat order shall not exceed six (6) months			



	from the contract effectivity date stated in the Notice to Proceed arising from the original contract. d. The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item in the original. 2.4 If all the conditions are met check if included in the Annual Procurement Plan (APP), if not revise the APP. 2.5 Prepare resolution.	None None	1 Hour 10 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
3. No activity.	3.1 Review and sign resolution.	None	1 Day	<i>BAC Committee Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director Officer of the Director 1st Floor Metrology Building</i>
5. No activity.	5.1 Prepare Notice of Award.	None	10 Minutes	<i>BAC Secretariat Administrative Division 2nd Flr. Metrology Building</i>
6. No Activity.	6.1 Approve Notice of Award.	None	1 Hour	<i>Director Officer of the Director</i>



				1 st Floor Metrology Building
7. No activity.	7.1 Issue Notice of Award.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	7.2 Input awarded items to database.	None	10 Minutes	
	7.3 Release duly approved Resolution with attachments to Property and Procurement Management Section (PPMS).	None	10 Minutes	
8. No activity.	8.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	8.2 Prepare Purchase / Work Order (PO/WO) and Obligation Request Status (General Fund) or Budget Utilization Request (BURS).	None	30 Minutes	
	8.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building



	8.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II ADM-Property & Procurement Management Section 2nd Flr. Metrology Building</i>
	8.5 Release the prepared POWO to end-user.	None	2 Minutes	<i>Administrative Assistant II ADM-Property & Procurement Management Section 2nd Flr. Metrology Building</i>
9. Review and sign the Purchase / Work Order.	9.1 No activity.	None	15 Minutes	<i>End-user</i>
10. Forward to Division Chief / Project Leader for clearance.	10.1 No activity.	None	1 Minute	<i>End-user</i>
	10.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief Office of the Chief</i>
	10.3 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide Office of the End-user</i>
11. No activity.	11.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II FMD-Office of the Chief 2nd Flr. Metrology Building</i>



	11.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV</i> FMD-Budget Section 2 nd Flr. Metrology Building
	11.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V</i> FMD-Budget Section 2 nd Flr. Metrology Building
	11.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	11.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	<i>Administrative Officer IV or Accountant II or Accountant IV</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	11.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building



12. No activity.	12.1 Receive POWO and its attachments.	None	2 Minutes	Administrative Aide Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
	12.2 Approve POWO.	None	30 Minutes	Director (for items above Php300K) Office of the Director Deputy Director for ATS / R&D (for items below Php300K) Office of the Deputy Director 1 st Flr. Metrology Building
	12.3 Release approved POWO to the PPMS.	None	3 Minutes	Administrative Aide Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
13. Receive approved POWO and wait for delivery of the requisitioned item as per schedule stated in the POWO.	13.1 Receive approved POWO.	None	5 Minutes	Administrative Assistant II ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	13.2 Notify external provider and end-user of the approved POWO via fax, email or telephone call.	None	10 Minutes	



Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.

14. Receive delivery from the external provider, (if heavy / bulk item)	14.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS).	None	15 Minutes	Administrative Aide IV Property & Procurement Management Section 2 nd Flr. Metrology Building
15. Agree the schedule of inspection.	15.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	Administrative Aide IV Property & Procurement Management Section 2 nd Flr. Metrology Building
16. Attend / assist the inspection.	16.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user Office of the End-user
17. Receive and utilize requisitioned item.	17.1 No activity.	-	-	End-user Office of the End-user
TOTAL:		None	4 Days, 10 Hours and 10 Minutes plus delivery Days as stated in PO/WO	



G. Small Value Procurement and Shopping

Processing of requested good, services and infrastructure project with an Approved Budget of the Contract of One Million pesos (Php1,000,000.00) and below from ITDI officials and employees.

Office or Division:	Bids and Awards Committee (BAC); Budget and Accounting Sections; Office of the Director / Deputy Director (ATS/R&D); and Property & Procurement Management Section (PPMS)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	ITDI Officials and Employees (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Duly approved Purchased Request (1 Original 1 Duplicate)		Official / employees / end-user availing the request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved Purchase Request.	1.1 Receive, record and control Purchase Request.	None	2 Minutes	<i>Administrative Officer IV</i> (Regular Fund) FMD-Budget Section 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	1.2 Evaluate / verify.	None	20 Minutes	
	1.3 Assess / allot budget.	None	7 Minutes	



	1.4 Forward Purchase Request to Bids and Awards Committee.	None	3 Minutes	<i>Administrative Aide II</i> (Regular Fund) FMD-Office of the Chief 2 nd Flr. Metrology Building <i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
2. No Activity.	2.1 Receive approved and funded Purchase Request with supporting documents.	None	5 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	2.2 Record the documents in the logbook and input quotation number.	None	5 Minutes	
	2.3 Encode Purchase Request details and technical specifications to the database.	None	10 Minutes	
	2.4 Export of request for quotation from the database to be used in the posting to PhilGEPs.	None	10 Minutes	
	2.5 Post the Request for Quotation in the PhilGEPs / receive quotations from the	None	7 Days	



	external providers / suppliers.			
	2.6 Prepare Abstract of Special Canvass per Quotation number.	None	10 Minutes	
	2.7 Open / input / evaluate bids.	None	1 Day	<i>BAC Secretariat / Bids and Awards Committee Member</i> Administrative Division 2 nd Flr. Metrology Building
	2.8 Prepare resolution of all evaluated quotations and recommending for award.	None	1 Day	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
3. No activity.	3.1 Sign resolution of all awarded items.	None	1 Day	<i>BAC Members</i>
4. No activity.	4.1 Approve resolution.	None	1 Hour	<i>Director</i> Officer of the Director 1 st Floor Metrology Building
5. No activity.	5.1 Input awarded items to database.	None	10 Minutes	<i>BAC Secretariat</i> Administrative Division 2 nd Flr. Metrology Building
	5.2 Release duly approved Resolution with attachments to Property and Procurement Management Section (PPMS).	None	10 Minutes	



6. No activity.	6.1 Receive Resolution and its attachment.	None	3 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	6.2 Prepare Purchase / Work Order (PO/WO) and Obligation Request Status (General Fund) or Budget Utilization Request (BURS).	None	30 Minutes	
	6.3 Review and check completeness of details and its attachments.	None	1 Hour	<i>Administrative Officer V</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	6.4 Record in the Database and logbook.	None	15 Minutes	<i>Administrative Officer V / Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	6.5 Release the prepared PO/WO to end-user.	None	2 Minutes	<i>Administrative Assistant II</i> ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
7. Review and sign the	7.1 No activity.	None	15 Minutes	<i>End-user</i>



Purchase / Work Order.				
8. Forward to Division Chief / Project Leader for clearance.	8.1 No activity.	None	1 Minute	<i>End-user</i>
	8.2 Receive and put initials under approving authority.	None	30 Minutes	<i>Division Chief Office of the Chief</i>
	8.3 Release POWO and its attachments to FMD-Accounting Section.	None	10 Minutes	<i>Science Aide Office of the End-user</i>
9. No activity.	9.1 Receive, record and assign control number of POWO.	None	2 Minutes	<i>Administrative Aide II FMD-Office of the Chief 2nd Flr. Metrology Building</i>
	9.2 Prepare and assign control number of Obligation Request Status (General Fund) or Budget Utilization Request (BUR).	None	5 Minutes	<i>Administrative Officer IV FMD-Budget Section 2nd Flr. Metrology Building</i>
	9.3 Approve / certify allotment and obligation.	None	5 Minutes	<i>Administrative Officer V FMD-Budget Section 2nd Flr. Metrology Building</i>
	9.4 Check, review and pre-audit the documents and control and monitor cash availability.	None	15 Minutes	<i>Project Accountant or Administrative Assistant II (Regular Fund) FMD-Accounting Section 2nd Flr. Metrology Building</i>



	9.5 Final review of supporting documents and certify availability of funds.	None	15 Minutes	<i>Project Accountant</i> (Trust Fund) FMD-Accounting Section 2 nd Flr. Metrology Building <i>Administrative Officer IV or</i> <i>Accountant II or</i> <i>Accountant IV</i> (Regular Fund) FMD-Accounting Section 2 nd Flr. Metrology Building
	9.6 Release POWO to Office of the Director / Office of the Deputy Director.	None	10 Minutes	<i>Administrative Aide II</i> FMD-Office of the Chief 2 nd Flr. Metrology Building
10. No activity.	10.1 Receive POWO and its attachments.	None	2 Minutes	<i>Administrative Aide</i> Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
	10.2 Approve POWO.	None	30 Minutes	<i>Director</i> (for items above Php300K) Office of the Director <i>Deputy Director for ATS /</i> <i>R&D</i> (for items below Php300K) Office of the Deputy Director 1 st Flr. Metrology Building



	10.3 Release approved PO/WO to the PPMS.	None	3 Minutes	Administrative Aide Office of the Director / Office of the Deputy Director (ATS/R&D) Ground Flr. Metrology Building
11. Receive approved PO/WO and wait for delivery of the requisitioned item as per schedule stated in the POWO.	11.1 Receive approved PO/WO.	None	5 Minutes	Administrative Assistant II ADM-Property & Procurement Management Section 2 nd Flr. Metrology Building
	11.2 Notify external provider and end-user of the approved PO/WO via fax, email or telephone call.	None	10 Minutes	
Note: Delivery of item may vary from Seven (7) Days to maximum of One Hundred Twenty (120) Days as stated in the quotation and Purchase / Work Order.				
12. Receive delivery from the external provider, (if heavy / bulk item)	12.1 Receive delivery and prepare Inspection and Acceptance Report (IAR), Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS). If item is above Php15,000.00, prepare Equipment Ledger Card.	None	15 Minutes	Administrative Aide IV Property & Procurement Management Section 2 nd Flr. Metrology Building



13. Agree the schedule of inspection.	13.1 Coordinate with end-user and Inspection and Committee member on the schedule of inspection.	None	5 Minutes	<i>Administrative Aide IV</i> Property & Procurement Management Section 2 nd Flr. Metrology Building
14. Attend / assist the inspection.	14.1 Conduct inspection of item as to specification stipulated in the PO/WO.	None	2 Days	<i>Inspection Committee Member / Administrative Aide IV or Administrative Officer V of PPMS / End-user</i> Office of the End-user
15. Receive and utilize requisitioned item.	15.1 No activity.	-	-	<i>End-user</i> Office of the End-user
TOTAL:		None	12 Days, 7 Hours and 20 Minutes plus delivery Days as stated in PO/WO	



Records Management Section

External Services

1. Releasing of Documents to Other Government and Private Institutions

Receiving and Releasing of approved documents from ITDI officials and employees to other government and private institutions.

Office or Division:	Records Management Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	DOST and its Agencies, Regional Offices, Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Documents with complete details of Recipient.		Institution / agency availing the service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward document with complete details.	1.1 Receive approved communications from the Office of the Director, Deputy Directors, and other divisions of ITDI.	None	2 Minutes	<i>Administrative Aide I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building



	1.2 Stamp received/record/input documents in the respective logbook.	None	5 Minutes	<i>Administrative Officer I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building
	1.3 Review for completeness of attachments and signatures.	None	5 Minutes	<i>Administrative Officer V</i> Records Management Section Administrative Division/ 2 nd Floor Metrology Building
	1.4 Sort and reproduce the documents.	None	10 Minutes	<i>Administrative Officer I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building
	1.5 For DOST CO: Assign number and encode in the Electronic Records Management System (EMS).	None	5 Minutes	<i>Administrative Officer I</i> <i>Administrative Aide I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building
	1.6 For other government and private institutions: fax/email advance copy of letter to addressee either by the Records Section or Division	None	10 Minutes	<i>Administrative Officer I</i> <i>Administrative Aide I</i> Records Management Section Administrative Division 2 nd Floor Metrology



	concern.			Building
	1.7 Hand carry / mail to proper addressee.	None	3 Hours	<i>Administrative Officer I</i> <i>Administrative Aide I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building
	1.8 Classify / file the documents.	None	10 Minutes	<i>Administrative Officer V</i> Records Management Section Administrative Division/ 2nd Floor Metrology Building
TOTAL:		None	3 Hours 47 Minutes	



Internal Services

1. Certify True Copy of Documents

Description of the Service: Request of ITDI officials and employees for the documents issued by the Institute to be certified true copy.

Office or Division:	Records Management Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	ITDI Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Original document/s		Official / employees requesting the service
2) Photocopy/ies of document to be certified (Number of copy depends on the need of the requesting official and employee)		Official / employees requesting the service



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the original copy of the document for CTC if not filed in the Records Section but needed in the operation of ITDI.	1.1 Validate the presented original copy versus photocopied document/s.	None	20 Minutes	<i>Administrative Officer V or Administrative Officer I Records Management Section Administrative Division/ 2nd Floor Metrology Building</i>
2. Stamp “ <i>Certified True Copy</i> ” on every page of the photocopied documents that need to be certified.	2.1 No activity.	None	10 Minutes, depending on volume of the documents	<i>Concerned Official/s Employee/s</i>
3. No activity.	3.1 Sign the documents for Certified True Copy (CTC).	None	10 Minutes, depending on volume of the documents	<i>Administrative Officer V or Administrative Officer I Records Management Section Administrative Division/ 2nd Floor Metrology Building</i>
	3.2 Seal the certified true copy documents, if needed.	None	5 Minutes	<i>Administrative Aide I Records Management Section Administrative</i>



				Division 2 nd Floor Metrology Building
4. Receive “ <i>Certified True Copy</i> ” documents.	3.3 Release the signed “ <i>Certified True Copy</i> ” documents to the requesting party.	None	5 minutes	<i>Administrative Officer V</i> or <i>Administrative Officer I</i> Records Management Section Administrative Division 2nd Floor Metrology Building
TOTAL:		None	50 Minutes	



2. Dissemination of Documents within ITDI

Receiving and releasing of documents to ITDI officials and employees.

Office or Division:	Records Management Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	ITDI Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Document/s: Administrative Order Circular Communication Guidelines Issuances Memorandum Office Order Policies Special Order		Source of Document/s: External and Internal offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receive documents from: a) Head of Agency/Office of the	None	2 Minutes	<i>Administrative Aide I</i> Records Management Section Administrative



	Deputy Directors/Divisions. b) Other Government Agency/Institutions.			Division 2 nd Floor Metrology Building
	1.2 Record the documents in the logbook.	None	5 Minutes	<i>Administrative Officer I</i> Records Management Section Administrative Division/ 2nd Floor Metrology Building
	1.3 Check attachment and signatures.	None	5 Minutes	<i>Administrative Officer I</i> <i>Administrative Officer V</i> Records Management Section/Administrative Division/ 2nd Floor Metrology Building
	1.4 Sort the document.	None	5 Minutes	<i>Administrative Officer I</i> Records Management Section/Administrative Division/ 2nd Floor Metrology Building
	1.5 Reproduce the Documents.	None	10 Minutes	<i>Administrative Officer I</i> Records Management Section/Administrative Division/ 2nd Floor Metrology Building



	1.6 Release/email the documents to concerned division/employee.	None	1 Hour	<i>Administrative Aide I</i> Records Management Section Administrative Division 2 nd Floor Metrology Building
	1.7 Classify and file the documents.	None	5 Minutes	<i>Administrative Officer V</i> <i>Administrative Officer I</i> Records Management Section Administrative Division/ 2nd Floor Metrology Building
TOTAL:		None	1 Hour 32 Minutes	



3. Retrieval of Requested Documents

ITDI officials and employees may request to borrow documents that will be used for official purpose.

Office or Division:	Records Management Section			
Classification:	Internal			
Type of Transaction:	G2G - Government to Government			
Who may avail:	ITDI Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Request Form (1 Original)		ITDI/Administrative Division/Records Management Section/2nd Floor Metrology Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form with the following information: • Name of the requesting party • Division • Date and time of request • Description of records • Purpose				



Submit the accomplished request form.	1.1 Receive and review the completeness of details.	None	5 Minutes	<i>Administrative Officer V</i> Records Management Section Administrative Division/ 2 nd Floor Metrology Building
	1.1 Approve /Disapprove request.	None	10 Minutes	<i>Administrative Officer V</i> Records Management Section Administrative Division/ 2 nd Floor Metrology Building
	1.2 Inform the requesting party if the request is disapproved .	None	5 minutes	<i>Administrative Officer I</i> Records Management Section Administrative Division/ 2nd Floor Metrology Building
	1.3 Retrieve and release documents if the request is approved	None	1 Hour	<i>Administrative Officer I</i> Administrative Aide I Records Management Section Administrative Division/ 2nd Floor Metrology Building
TOTAL:		None	1 Hour & 20 Minutes	

V. List of Services

B. FINANCE AND MANAGEMENT DIVISION

External and Internal Services



External and Internal Services

1. Processing of Order of Payment

Document ordering the payment of clients and employees.

Office or Division:	Finance and Management Division (FMD)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Electronic System (eOP) a. Technical Service Request & Line-Item Budget for Technical Services (researcher will encode the details in the system)		ITDI/Chemicals and Energy Division (CED) or Environmental and Biotechnology Division (EBD) or Food Processing Division (FPD) or Standards and Testing Division (STD) or Packaging Technology Division (PTD) or Technological Services Division (TSD) or Materials Science Division (MSD)/Office of the Chief
II. Manual System a. List of Due and Demandable Accounts Payable for Fund Release (1 photocopy)		
b. Order Slip for Bid Docs/Performance Bond (1 original)		Funding Agency
c. Liquidation Report for refund of Cash Advance (1 original)		ITDI/Administrative Division/Bids and Awards Committee (BAC)/2 nd Floor Metrology Building
		ITDI/All Divisions/Special Disbursing Officer



d. Liquidation Report of travel for refund of IOT (1 photocopy) e. Prepayments (Land Bank of the Philippines) f. Royalty Fee/Technology Transfer g. Training fee h. Rental slip for rental of rooms i. Miscellaneous Income (scrap) j. Memorandum of Agreement for Environmental Technology Verification (1 original and 1 photocopy)		ITDI/Chemicals and Energy Division (CED) or Environmental and Biotechnology Division (EBD) or Food Processing Division (FPD) or Standards and Testing Division (STD) or Packaging Technology Division (PTD) or Technological Services Division (TSD) or Materials Science Division (MSD) ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building ITDI/Chemicals and Energy Division (CED) or Environmental and Biotechnology Division (EBD) or Food Processing Division (FPD) or Standards and Testing Division (STD) or Packaging Technology Division (PTD) or Technological Services Division (TSD) or Materials Science Division (MSD) Participant ITDI/ADMATEL ITDI/Administrative Division/Bids and Awards Committee (BAC)/2nd Floor Metrology Building ITDI/Environmental and Biotechnology Division (EBD)/Office of the Chief		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document	1.1 Receive the required documents and check for completeness	None	1 minute	<i>SRS II/ Administrative Officer IV/ Administrative Officer III, Accounting/Budget</i>



	1.2 Prepare and Issue Order of Payment 1.2.1 electronic 1.2.2 manual	None	2 minutes 5 minutes	Section, FMD, Metrology Building <i>SRS II/ Administrative Officer IV/</i> <i>Administrative Officer III,</i> Accounting/Budget Section, FMD, Metrology Building
2. Fill-out Customer Satisfaction Survey Form	2.1 Receive accomplished customer satisfaction survey form.	None	1 minute	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
TOTAL:		None	eOP-4 Minutes manual-7 minutes	



2. Processing of Disbursement Voucher

For payment of gasoline expenses, incentives, laboratory and office supplies expenses, other allowances and bonuses, professional services expenses, repair and maintenance (minor) expenses, representation expenses, salaries, travelling expenses, communication expenses, utilities expenses, pre-payment expenses, refund of retention fee and performance bond and replenishment of cash advance.

Office or Division:	Finance and Management Division (FMD)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Gasoline Expenses (for official vehicles only)		
1. Disbursement Vouchers (1 original and 1 duplicate copy)		ITDI/Administrative Division (ADM)/Office of the Chief/2 nd Floor Metrology Building
2. Purchase Request (PR) (1 original and 1 duplicate copy)		ITDI/Administrative Division (ADM)/Office of the Chief/2 nd Floor Metrology Building
3. Official Receipt (OR) (1 original and 1 photocopy)		Gasoline Station
4. Obligation Request Status (General Fund) or Budget Utilization Request Status (Grants-In-Aid) (1 original and 1 duplicate copy)		ITDI/Administrative Division (ADM)/ Office of the Chief / 2 nd Floor Metrology Building
5. Travel Order (1 original)		ITDI/Administrative Division (ADM)/ Office of the Chief /2 nd Floor Metrology Building



6. Trip Ticket (1 original)	ITDI/Administrative Division (ADM)/ Office of the Chief /2 nd Floor Metrology Building
II. Incentives/Honorarium	
1. Disbursement Vouchers (1 original and 1 duplicate copy)	ITDI/Administrative Division (ADM)/ Office of the Chief / 2 nd Floor Metrology Building
2. Budget Utilization Request Status (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
3. Authority to Collect Honoraria (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
4. Schedule of actual man hours rendered for the project certified by the Human resource as correct (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
5. Chronolog print out (1 photocopy)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
6. Approved Request for overtime for Man hours rendered beyond regular working hours (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
7. Project Line Item Budget (1 photocopy)	Project Leader
8. Office order (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
9. Certification that work rendered is a part of normal workload (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building



10. Plan/Program of activities (1 photocopy)	ITDI/Employee
11. Accomplishment report/certificate of completion of programmed activities (1 original)	ITDI/Employee
12. Certificate of acceptance by the Agency Head of the deliverables/project output (1 original)	ITDI/Employee
III. Laboratory and Office Supplies Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Purchase Request (PR) (1 original and 1 duplicate copy)	ITDI/Employee
4. Official Receipt (OR) (1 original and 1 photocopy)	Merchant/Supplier
5. Approved Canvass (for items P1,000.00 above) (1 original)	ITDI/Employee
6. Inventory Custodian Slip (for non-consumable items) (1 original)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2 nd Floor Metrology Building
7. Inspection and Acceptance Report (for receipts P1,000.00 above) (1 original)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2 nd Floor Metrology Building



IV. Other Allowances and Bonuses	
A. Hazard Pay	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2 nd Floor Metrology
2. Obligation Request Status (ORS) (1 original and 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2 nd Floor Metrology
3. Certification of the Secretary of DOST/DOH/DND or the director of PHIVOLCS that the place of assignment/travel is a strife-torn/embattled/disease infested/distressed or isolated areas declared under state of calamity or emergency (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
4. Duly accomplished time record/travel report/ Approved Daily Time Record (DTR)/Service report (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
5. Certification of unpaid hazard pay with corresponding percentage and period (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
B. Mid-Year and Year-End Bonus	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2 nd Floor Metrology
2. Obligation Request Status (ORS) (1 original and 1 duplicate copy (1 original)	ITDI/Financial Management Division (FMD)/Budget Section/2 nd Floor Metrology
3. Clearance from money, property and legal accountabilities (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building



4. Certification from head of office that the employee is qualified to receive the Year-End Bonus and Cash Gift pursuant to DBM Circular 2003-2 dated May 9, 2003 (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building
C. Representation Allowance and Transportation Allowance	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2nd Floor Metrology
2. Obligation Request Status (ORS) (1 original and 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2nd Floor Metrology
3. Certificate that the employee did not use government vehicle and is not assigned any government vehicle (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building
4. Approved Daily Time Record (DTR) or Certificate or evidence of service rendered (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building
D. Subsistence and Laundry Allowance	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2nd Floor Metrology
2. Obligation Request Status (1 original and 1 duplicate copy)	ITDI/Financial Management Division (FMD)/Budget Section/2nd Floor Metrology
3. Payroll of Personnel (1 original, 1 duplicate copy)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building



4. Approved Daily Time Record (DTR) (1 photocopy)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
5. Authority to collect (1 original)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2 nd Floor Metrology Building
V. Professional Services Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (General Fund) or Budget Utilization Request Status (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Certified True Copy of Contract (1 photocopy)	ITDI/Employee
4. Resolution (1 original)	ITDI/Administrative Division (ADM)/Bids and Awards Committee (BAC)/2 nd Floor Metrology Building
5. Billing (1 original)	ITDI/Employee
6. Accomplishment Report (1 original)	ITDI/Employee
VI. Repair and Maintenance (Minor Repair and Maintenance for Buildings and Equipment)	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (General Fund) or Budget Utilization Request Status (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee



3. Purchase Request (PR) (1 original and 1 duplicate copy)	ITDI/Employee
4. Official Receipt (OR) (1 original and 1 photocopy)	Supplier
5. Pre-inspection Report (1 original)	ITDI/Employee
6. Post-inspection Report (1 original)	ITDI/Employee
7. Approved Canvass (1 original)	ITDI/Employee
8. Waste Material Report (if applicable) (1 original)	ITDI/Employee
VII. Representation Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (General Fund) or Budget Utilization Request Status (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Purchase Request (PR) (1 original and 1 duplicate copy)	ITDI/Employee
4. Official Receipt (OR) (1 original and 1 photocopy)	Merchant
5. Minutes of Meeting (1 original)	ITDI/Employee
6. Attendance Sheet (1 original)	ITDI/Employee



VIII. Salaries 1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy) 2. Payroll (1 original, 1 duplicate copy) 3. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy) 4. Daily Time Record (DTR) (1 original) 5. Accomplishment Report (1 original) 6. Certified True Copy of Contract of Services (1 photocopy)	ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building ITDI/Administrative Division (ADM)/Human Resource Management Section (HR)/2nd Floor Metrology Building ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building ITDI/Employee ITDI/Employee ITDI/Administrative Division (ADM)/Records Section/2nd Floor Metrology Building
IX. Travelling Expenses A. Foreign 1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy) 2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy) 3. Certificate of appearance/attendance for training/ seminar/participation (1 original) 4. Certificate of travel Completed (1 original)	ITDI/Employee ITDI/Employee Seminar/training attended ITDI/Employee



5. Office Order/ travel order approved by the Dept. Secretary (1 original)	ITDI/Employee
6. Revised/supplemental office order or any proof supporting change of schedule, if needed (1 original)	ITDI/Employee
7. Actual Itinerary of Travel (1 original and 1 duplicate copy)	ITDI/Employee
8. Letter of invitation (1 photocopy)	Host / Sponsoring country / Agency / Organization
9. Flight itinerary (1 original)	Airline/Ticketing Office/ Travel Agency
10. Rate of Foreign Travel per diem (1 photocopy)	United Nations Development Programme (UNDP) rate of DSA for the country of destination (http://www.undp.org.ph/)
11. Document to show the dollar to peso exchange rate (1 photocopy)	Bangko Sentral ng Pilipinas (BSP)
12. Narrative report of trip undertaken/ Report of participation (1 original)	ITDI/Employee
13. Official Receipt in case of excess of refund of excess cash advance (1 original)	ITDI/Administrative Division (ADM)/Cashier Section/2 nd Floor Metrology Building
14. Paper/electronic plane ticket (1 original)	Airline/ticketing office/travel agency
15. Boat tickets (1 original)	Ferry company
16. Bus tickets (1 original)	Bus company



17. Boarding pass (1 original)	Airline/ticketing office/travel agency
18. Terminal fee receipt (1 original)	Airport
19. Reimbursement Expense Receipt, if needed (1 original)	ITDI/Employee
20. Justification for Taxi Fare (1 original)	ITDI/Employee
21. Stamped Passport (1 photocopy)	Immigration
In case of seminar or training:	
22. Invitation addressed to the Agency inviting participants (issued by the foreign country) (1 photocopy)	Host/sponsoring country/agency/ organization
23. Acceptance of the nominee/s as participants (issued by the foreign country) (1 photocopy)	Host/sponsoring country/agency/ organization
24. Program agenda and logistics information (1 photocopy)	Host/sponsoring country/agency/ organization
If actual travel expense is in excess of the prescribe rate under E.O. No. 248:	
25. Bills/receipts for non-commutable representation expense approved by the President under sec. 13 of E.O No. 248 (1 original)	ITDI/Employee
26. Approval by the President (1 original)	ITDI/Employee



27. Certification by the head of Agency that it is absolute necessary (1 original)	ITDI/Employee
28. Hotel room/lodging bills with Official receipts (1 original)	Hotel Company
B. Local	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Travel Order (1 original)	ITDI/Employee
4. Certificate of Appearance/Attendance (1 original)	ITDI/Employee
5. Actual Itinerary of Travel (IOT) (1 original and 1 duplicate copy)	ITDI/Employee
6. Travel Report (1 original)	ITDI/Employee
7. Revised/supplemental office order or any proof supporting change of schedule, if needed (1 original)	ITDI/Employee
8. Certificate of Travel Completed (1 original)	ITDI/Employee
9. Paper/electronic plane (if applicable) (1 original)	Airline/ticketing office/travel agency



10. Boat tickets (if applicable) (1 original)	Ferry company
11. Bus Tickets (if applicable) (1 original)	Bus company
12. Boarding Pass (if applicable) (1 original)	Airline/ticketing office/travel agency
13. Terminal Fee Receipt (if applicable) (1 original)	Airport
14. Reimbursement Expense Receipt, if needed (1 original)	ITDI/Employee
15. Justification for Taxi Fare (if applicable) (1 original)	ITDI/Employee
If the expense incurred for official travel exceeded the prescribed rate per day:	
16. Certification by the head of Agency as to the absolute necessity of the expenses together with the corresponding bills/receipts (if the expense incurred for official travel exceeded the prescribed rate per day) (1 original)	ITDI/Employee
If the travel allowances being claimed include hotel room/ lodging rate:	
17. Hotel room/lodging bills with Official Receipts (if the travel allowances being claimed include hotel room/ lodging rate) (1 original)	Hotel Company
X. Communication Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee



2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Statement of account/bill (1 original)	Telecommunication Company
4. Certification by the agency Head that all NDD, National Operator Assisted Calls, IDD and international operator Assisted calls are official calls (1 original)	ITDI/Employee
XI. Utilities Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Employee
2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Employee
3. Statement of account/bill (1 original)	Utility Company
XII. Pre-payment Expenses	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building
2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building



3. Quotation	Land Bank of the Philippines
4. Quotation from Foreign supplier for conforme of the Director/Deputy Director	Merchant/Supplier
5. Application to purchase foreign currency	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building
XIII. Refund of Retention Fee and Performance Bond	
A. Retention Fee	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building
2. Letter of Request	Merchant/Supplier
3. Copy of Disbursement Voucher	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building
4. Certification from the end-user that the project is completed, inspected and the equipment is in good working condition	ITDI/Employee/End-user
B. Performance Bond	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Administrative Division (ADM)/Procurement and Property Management Section (PPMS)/2nd Floor Metrology Building
2. Letter of Request	Supplier
3. Official Receipt	Supplier



XIV. Replenishment of Cash Advance	
1. Disbursement Vouchers (DV) (1 original, 1 duplicate copy)	ITDI/Special Disbursing Officer
2. Obligation Request Status (ORS) (General Fund) or Budget Utilization Request Status (BURS) (Grants-In-Aid) (1 original and 1 duplicate copy)	ITDI/Special Disbursing Officer
3. Report on Paid Petty Cash Vouchers	ITDI/Special Disbursing Officer
4. Petty Cash Fund Record	ITDI/Special Disbursing Officer
5. Petty Cash Voucher	ITDI/Special Disbursing Officer
6. Summary of Expenses	ITDI/Special Disbursing Officer
7. Purchase Request	ITDI/Employee
8. Inspection Report	ITDI/Employee
9. Inventory Custodian Slip	ITDI/Employee
10. Official Receipt	Merchant/Supplier
11. Abstract of Canvass	ITDI/Employee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Signed Disbursement Voucher.	1.1 Receive, record and assign control number of Disbursement Voucher.	None	2 Minutes	<i>Administrative Aide II</i> Office of the Chief, FMD, Metrology Building
	1.2 Prepare and assign control number of Obligation Request Status for General Fund.	None	5 Minutes	<i>Administrative Officer IV</i> Budget Section, FMD, Metrology Building
	1.3 Approve/ Certify Allotment and Obligation for General Fund.	None	5 Minutes	<i>Administrative Officer V</i> Budget Section, FMD, Metrology Building
	1.4 Check, review and pre-audit the documents.	None	15 Minutes	<i>Project Accountant and Administrative Assistant V (Regular Fund) or Project Accountant (Trust Fund),</i> Accounting Section, FMD, Metrology Building
	1.5 Control and Monitor Cash availability.	None	5 Minutes	<i>Administrative Assistant V (Regular Fund) and Administrative Officer IV</i>



	1.6 Final review of supporting documents and certify availability of funds.	None	15 Minutes	(Trust Fund), Accounting Section, FMD, Metrology Building <i>Administrative Officer IV or Accountant II or Accountant IV</i> Accounting Section, FMD, Metrology Building
	1.7 Secure one copy of Disbursement Voucher/ Obligation Request Status/ Property Acknowledgement Receipt/ Inventory Custodian Slip.	None	5 Minutes	<i>Administrative Assistant II or Administrative Assistant V</i> Accounting Section, FMD, Metrology Building
	1.8 Release of approved documents to Office of the Director/Office of the Deputy Director.	None	5 Minutes	<i>Administrative Aide II</i> Budget Section, FMD, Metrology Building
2. Submit List of Due and Demandable Accounts Payable	2.1 Receive, final review, and approval of List of Due and Demandable Accounts Payable.	None	10 Minutes	<i>Accountant II or Accountant IV</i> Accounting Section, FMD, Metrology Building



	2.2 Secure one copy.	None	5 Minutes	<i>Administrative Assistant II</i> Accounting Section, FMD, Metrology Building
	2.3 Release of List of Due and Demandable Accounts Payable to Office of the Director/ Office of the Deputy Director.	None	5 Minutes	<i>Administrative Aide II</i> Office of the Chief, FMD, Metrology Building
TOTAL:		None	1 Hour and 17 Minutes	



3. Processing of Statement of Account

Document issued to ITDI's client with outstanding accounts as per technical service request or Memorandum of Agreement. It is also being issued upon request of the client when availing ITDI services for the purpose of payment preparation.

Office or Division:	Finance and Management Division (FMD)
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen, G2G-Government to Government
Who may avail:	Government Entity, Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Technical Service Request (1 original, 1 duplicate copy)	ITDI/Standards Testing Division (STD) or National Metrology Division (NMD) or Packaging Technology Division (PTD) or Materials Science Division (MSD) or Food Processing Division (FPD) or Chemicals and Energy Division (CED) or Environmental and Biotechnology Division (EBD) or Technological Services Division (TSD)/Receiving and Releasing Unit (RRU)
2. Memorandum of Agreement (2 certified true copies)	ITDI/Standards Testing Division (STD) or National Metrology Division (NMD) or Packaging Technology Division (PTD) or Materials Science Division (MSD) or Food Processing Division (FPD) or Chemicals and Energy Division (CED) or Environmental and Biotechnology Division (EBD) or Technological Services Division (TSD)/Receiving and Releasing Unit (RRU)
3. Training Reservation Form (1 original)	ITDI/Technological Services Division (TSD)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit two (2) certified true copies of Memorandum of Agreement or one (1) original and one (1) duplicate of Technical Service Request.	1.1 Receive two (2) copies of Memorandum of Agreement or Technical Service Request	None	1 minute	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	1.2 Prepare Statement of Account based on the data from the Technical Service Request or Memorandum of Agreement	None	5 Minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	1.3 Review of Statement of Account prior to approval.	None	5 Minutes	<i>Accountant IV</i> Accounting Section, FMD, Metrology Building
	1.4 Approve the Statement of Account.	None	5 Minutes	<i>Chief Administrative Officer</i> FMD, Metrology Building
	1.5 Release Statement of Account to client or concerned division.	None	2 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
2. Fill-out Customer Satisfaction Survey Form	2.1 Receive accomplished customer satisfaction survey form.	None	2 Minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
TOTAL:		None	20 Minutes	



V. List of Services

E. NATIONAL METROLOGY DIVISION

External and Internal Services

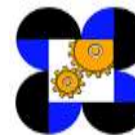


External Services

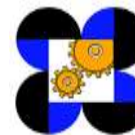
1. Measuring Instrument Calibration and Measurement Service

Metrological traceability to the International System of Units (SI) is provided to measuring instruments and samples used or manufactured in the country through calibration and measurement services.

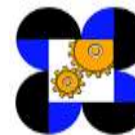
Office or Division:	National Metrology Division (NMD) – Industrial Technology Development Institute		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
F7.1.1a Version 3.0 Technical Service Request (TSR) Form (one original, two photocopies)		Industrial Technology Development Institute / National Metrology Division / Receiving and Releasing Unit (RRU) All forms can also be downloaded from this link: https://bit.ly/3GsRrWJ The online version of the CSSF can be accessed using this link: https://tinyurl.com/NMDCSSF	
F7.1.1b Version 3.0 On-site Technical Services Agreement Form (one original, one photocopy)			
F7.1.1b-A Version 1.0 COVID-19 Health & Safety Checklist On-Site Calibration Agreement Form (one original, one photocopy)			



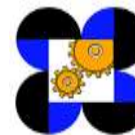
F7.1.1c Version 3.0 Control Pass for Customer's Property Form (one original, one photocopy)	
F8.6.2 Version 3.0 External/Internal Customer Satisfaction Survey Form (CSSF) (one original)	
F7.9 Version 1.0 NMD Complaint Form (one original)	
Measuring Instrument or Sample to be calibrated/tested	Customer
Measuring Instrument or Sample Accessories such as power cables, batteries, adapter, chargers, connectors, indicators, jigs, fittings, etc.	
Measuring Instrument or Sample Instructions/Operations Manual	
Measuring Instrument or Sample Special Requirements: • road tanker ○ LTO Official Receipt (OR) ○ Certificate of Registration (CR) ○ clean internal walls of tanker • volumetric glassware ○ no deep scratches ○ no cracks ○ clean and odorless	



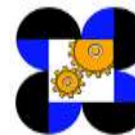
○ labeled for distinction (if submitted in bulk) • piston-operated pipette ○ provided with original tips approved by the manufacturer ○ no residual liquids and dirt particles ○ no leaks ○ supplied with new batteries for digital pipettes ○ no cracks ○ not deformed, scratched, or heavily contaminated pipette shaft • test measure (calibration bucket) ○ clean and odorless ○ no leaks ○ no internal and external damage, e.g., broken sight glass, rusty internal wall, deformed or dented • multi-delivery dispenser ○ no residual liquids and dirt particles ○ no leaks ○ provided with original tips approved by the manufacturer ○ supplied with new batteries for motorized dispenser ○ no internal or external damage e.g., cracks, deformed, scratched, or heavily contaminated plug-in device for dispenser tip • hydrometer ○ no deep scratches ○ no cracks ○ clean and odorless • proving tank	



○ clean and odorless ○ no leaks ○ no internal or external damage e.g., broken sight glass, rusty internal wall, severely deformed or dented • pressure calibrator/transducer/ transmitter ○ with power supply ○ supplied with new batteries if battery-operated ○ with clear indicator ○ standard connecting port (preferably NPT connections) • pressure balance / dead weight pressure balance ○ provided with clean weights ○ sufficient, clean, and compatible fluid for cross-floating (for hydraulic type) • pressure gauge ○ clean, clear glass and readable indications ○ standard connecting port (preferably NPT connections) • sphygmomanometer ○ no visible cracks and lose-thread on the valve, cuff, and pneumatic connections ○ provided with cuff, inflation bulb, and standard valve ○ supplied with power supply/ charger or new batteries if automated • load cell ○ with indicator, cables, and connectors	



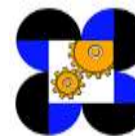
- **force testing machines, push/pull gauge, dynamometer, crane scale**
 - provided with jigs and connectors compatible with load cells
- **gauge block**
 - no rust
 - no prominent scratches on the measurements faces
- **test weights**
 - clean
 - free from dust, rust, and other contaminants
 - not corroded
 - must have a proper case with serial or control number
 - must bear permanent serial/control number for cast iron weights
 - must only have one hole used only as provision for adjustment for cast iron weights
- **non-automatic weighing instruments**
 - must bear a permanent serial or control number
- **liquid-in-glass thermometers**
 - no gaps in the liquid column
 - clear graduation/marking
 - clean
 - no bubbles
 - no cracks
- **thermo-hygrometer**
 - has an option to disable the auto-off function
 - provided with new batteries for digital thermo-hygrometer



• digital thermometer (-70 °C to 250 °C) ○ clean ○ probe/s not defective or bent ○ clear display ○ provided with new batteries • digital thermometer with thermocouple probe (300 °C to 1000 °C) ○ thermocouple wire not bent ○ thermocouple wire at least 500 mm length ○ no head assembly • industrial platinum resistance thermometer ○ 4-wire ○ spade connectors • infrared thermometer ○ with known emissivity ○ with a known spectral response range ○ with a known distance-to-space ratio ○ with center point measurement capability (thermal imager) • wood moisture meter ○ provided with wood samples • rice moisture meter ○ supplied with five pieces (500 g per piece) of different moisture contents; vacuum-packed	
Authorization Letter addressed to the NMD Chief (one original)	
Official Receipt (one original)	Industrial Technology Development Institute / National Metrology Division / Cashier Section



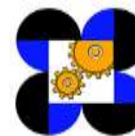
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender valid ID to the Guard-on-Duty and sign the Visitors' Logbook.	1.1 Guard-on-Duty issues a 'Visitor's ID' card.	none	1 minute	<i>Guard-on-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
2. Proceed to the Receiving Window of the RRU for assistance and present the 'Visitor's ID' card.	2.1 RRU Staff takes the 'Visitor's ID' card, sends for the NMD Technical Staff, and provides the following forms: For in-house services: TSR Form, Control Pass for Customer's Property Form. For on-site services: TSR Form, On-site Technical Services Agreement Form, COVID-19 Health & Safety Checklist On-Site Calibration Agreement Form	none	1 minute	<i>Science Research Specialist I</i> , Receiving and Releasing Unit, Metrology Building
3. Fill out the forms completely and signify agreement to the terms and conditions of the service.	3.1 The NMD Technical Staff inspects the suitability of the equipment/ sample	none	15 minutes (This is the average time)	<i>Science Research Specialist II</i> , Receiving and Releasing Unit, Metrology Building



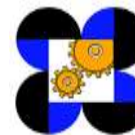
	for calibration or testing and validates the forms.		spent to inspect and validate one measuring instrument.)	
4. Bring the validated forms to the Receiving Window of the RRU.	4.1 RRU Staff assigns a TSR number to the equipment/ sample and returns the forms to the customer with a 'Cashier Only' card.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
5. Proceed to the ITDI Cashier for full payment of fees. If the customer requires a Statement of Account (SOA) prior to payment, proceed to the Accounting Section of the Financial Management Division to secure it. Refer to "Processing of Statement of Account."	5.1 ITDI Cashier processes payment of the customer Refer to "Issuance of Official Receipt (Over-the-Counter Payment)" or to "Issuance of Official Receipt (Direct Payment)."	Fees vary depending on the measuring instrument. Refer to 'NMD Schedule of Fees and Charges for Measuring Instrument Calibration and Measurement Services as of June 2020' after the service specification table.	8 minutes	<i>Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building</i>
6. Return the 'Cashier Only' card to the RRU Staff, present the official receipt and submit the NMD's copy of the TSR Form.	6.1 RRU Staff encodes the information and issues the 'OK for Release of ID' card.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>



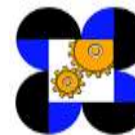
7. Surrender a copy of the Control Pass for Customer's Property Form, 'OK for Release ID' card, and 'Visitor's ID' card to the Guard-on-Duty.	7.1 The Guard-on-Duty releases the customer's valid ID.	none	1 minute	<i>Guard-on-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
8. Depart the premises of ITDI.	8.1 NMD Technical Staff receives the TSR Form and conducts the requested calibration and measurement service. For on-site services, provision of actual calibration and measurement service starts upon the arrival of the NMD Technical Staff at the location on the agreed date and time.	none	20 days (paused clock) (The processing time declared is the average time it takes to calibrate and/or test one measuring instrument. Calibration and testing time may vary depending on the measuring instrument and quantity.)	<i>Science Research Specialist II</i> , Receiving and Releasing Unit, Metrology Building
9. Surrender valid ID to the Guard-on-Duty and sign the Visitors' Logbook.	9.1 Guard-on-Duty issues a 'Visitor's ID' card.	none	1 minute	<i>Guard-on-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
10. Proceed to the Releasing Window of the RRU for assistance and present the documents.	10.1 RRU Staff reviews the documents to verify the status of the requested service.	none	2 minutes	<i>Science Research Specialist I</i> , Receiving and Releasing Unit, Metrology Building



For in-house services: 'Visitor's ID' card, customer's copies of the TSR Form and Control Pass for Customer's Property Form. For on-site services: 'Visitor's ID' card, customer's copies of the TSR Form.	10.2 For in-house services: RRU Staff returns the Control Pass for Customer's Property Form (customer's and NMD's copies) and equipment/sample. For onsite services: RRU Staff provides the receiving copy of the calibration certificate/test report and the CSSF. (Customer executes Step 12)	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
11. Inspect the equipment/sample. If no irregularity is found, fill out the 'Exit Pass' portion of the Control Pass for Customer's Property Forms, indicate in the 'Remark' the statement "Item(s) received in good condition.", and affix signature.	11.1 RRU Staff provides the receiving copy of the calibration certificate/test report and the CSSF.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
12. Inspect the receiving copy of the calibration certificate/test report for any discrepancy. If no discrepancy is found, affix a	12.1 RRU Staff hands over the original copy of the calibration certificate/test report	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>



signature on each page of the receiving copy and return it to the RRU Staff. Fill out the CSSF and drop it in the Feedback Dropbox (or answer the online version of the CSSF).	together with the 'OK for Release of ID' card.			
For complaints, request the NMD Complaint Form from the RRU staff or download it online.				
13. Surrender the 'OK for Release of ID' card, 'Visitor's ID' card, and the Control Pass for Customer's Property Forms, if applicable.	13.1 The Guard-on-Duty signs the Control Pass for Customer's Property Form, provides the customer's copy of the form, and releases the customer's valid ID.	none	1 minute	<i>Guard-On-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
14. Depart the premises of ITDI.	14.1 RRU Staff will encode and archive the calibration certificate/test report.	none	1 minute	<i>Science Research Specialist I</i> , Receiving and Releasing Unit, Metrology Building
TOTAL:		Fees vary depending on the measuring instrument. Refer to 'NMD Schedule of Fees and	20 days, 36 minutes	



	Charges for Measuring Instrument Calibration and Measurement Services as of June 2020' after the service specification table.		

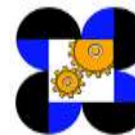
Measuring Instrument Calibration and Measurement Services qualified for multi-stage processing.



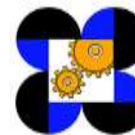
**NMD SCHEDULE OF FEES AND CHARGES FOR MEASURING INSTRUMENT CALIBRATION
AND MEASUREMENT SERVICES
As of June 2020**

Electricity, Time, Frequency, and Photometry

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Conductivity Meter	0.1 μ S (minimum)	845.00
Centrifuge	Up to 18,000 r/min	800.00
DC Voltage Standard (per voltage level)	1.018 V and 10 V	5,590.00
Decade Resistance Box (per dial)	0 Ω to 100 M Ω	1,140.00
Double Bridge	Up to 100 M Ω	2,500.00
Earth Tester	Up to 100 M Ω	1,350.00
	per succeeding range	400.00
Frequency Calibrator	Up to 225 MHz	2,700.00
Frequency Counter	10 MHz	1,550.00
GPS Receiver	1 pps	9,000.00
Ground Strap Tester / Checker	Up to 100 M Ω	800.00
Illuminance / Lux / Light Meter	(380 to 2000) lux	2,600.00
Insulation Tester	Up to 1000 V	1,050.00



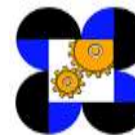
	per succeeding range	350.00
Kelvin Bridge	Up to 100 M Ω	2,500.00
mA Calibrator	Up to 1000 mA	1,890.00
Megohmmeter / Megger Tester	Up to 1000 V	1,090.00
	per succeeding range	350.00
Multimeter, Digital	4 ½ digits; Up to 1000 Vdc; Up to 650 Vac; Up to 1 A AC/DC; Up to 100 M Ω	2,500.00
	6 ½ digits; Up to 1000 Vdc; Up to 650 Vac; Up to 1 A AC/DC; Up to 100 M Ω	17,000.00
pH Meter	0 to 14 pH	845.00
pH Simulator	0 to 14 pH	845.00
Process Calibrator (input/output)	Up to 1000 Vdc; Up to 650 Vac; Up to 1 A AC/DC; Up to 100 M Ω	4,900.00
Puncture Tester	Up to 5 kV AC/DC; Up to 1 A AC/DC; Up to 100 M Ω	1,700.00
Resistance Bridge / Wheatstone Bridge	1 Ω to 10 M Ω	1,700.00
Stopwatch / Timer	15 Minutes (minimum)	800.00



Standard Resistor (by Ratio)	1 Ω to 1 M Ω	6,500.00
Stroboscope	Up to 99,000 r/min	800.00
Tachometer (non-contact type)	Up to 18,000 r/min	800.00
Time Mark Generator	Up to 225 MHz	2,450.00

Pressure

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Absolute Pressure Calibrator	0.1 MPa to 100 MPa	6,110.00
Absolute Pressure Industrial Gauge	0.1 MPa to 100 MPa	975.00
Absolute Pressure Test Gauge	0.1 MPa to 100 MPa	3,055.00
Hydraulic Pressure Balance / Deadweight Tester	0.1 MPa to 100 MPa	20,150.00
Hydraulic Pressure Calibrator	0.1 MPa to 100 MPa	6,110.00
Hydraulic Pressure Gauge	0.1 MPa to 100 MPa	975.00
Hydraulic Pressure Test Gauge	0.1 MPa to 100 MPa	3,055.00
Pneumatic Pressure Balance	0 bar to 40 bar	20,150.00
Deadweight Pressure Tester	0 bar to 40 bar	20,150.00
Pneumatic Pressure Calibrator	0 bar to 200 bar	6,110.00



Pneumatic Pressure Gauge	0 bar to 20 bar	975.00
Pneumatic Pressure Test Gauge	0 bar to 20 bar	3,055.00
Testing of Sphygmomanometer	0 mmHg to 250 mmHg	1,300.00
Vacuum Calibrator	0 bar to -1 bar	6,200.00
Vacuum Gauge	0 bar to -1 bar	975.00
Vacuum Test Gauge	0 bar to -1 bar	3,055.00

Force

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Testing Machines	Up to 2000 kN (5 test pts. per range)	3,700.00
	per additional test point	750.00
Durometer A	0 HA to 90 HA	780.00
Durometer D	0 HD to 90 HD	1,560.00

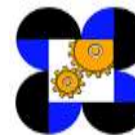


Length and Dimensional Metrology

Type of Equipment / Device	Range or Capacity	Calibration Fee per Piece (PHP)
Gauge Block Grade 0 (Steel)	0.5 mm to 100 mm	1,160.00
Gauge Block Grade 1 (Steel)		1,030.00
Gauge Block Grade 2 (Steel)		1,030.00

Contract Thermometry

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Digital Thermometer	-30 °C to +250 °C (first 4 cal. points)	2,180.00
	per additional cal. point	650.00
	per additional probe	1,090.00
Industrial Platinum Resistance Thermometer	-30 °C to +250 °C (first 6 cal. points)	11,700.00
	per additional cal. point	975.00
Liquid-in-Glass Thermometer	-30 °C to +250 °C (first 4 cal. points)	2,180.00
	per additional cal. point	650.00
(Wall / Refrigerator / Bimetallic) Thermometer	-30 °C to +250 °C (first 4 cal. points)	1,820.00



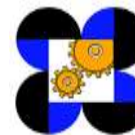
	per additional cal. point	650.00
Thermocouple with Indicator	300 °C to 1000 °C (per cal. point)	2,150.00

Non-Contract Thermometry

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Infrared Thermometer	Low-range: (0, 35, 50, 100, 120) °C	2,800.00
	High-range: (0, 100, 200, 350, 500) °C	2,800.00

Enclosures

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Furnace	300 °C to 1000 °C (first cal. point)	2,730.00
	per additional cal. point	1,400.00
Oven / Freezer / Incubator / Cold Storage / Walk-in Enclosures / Water Bath / Refrigerator, etc.	-30 °C to +250 °C (first cal. point)	2,730.00



	per additional cal. point	1,400.00

Humidity

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Thermo-hygrometer	(20, 25, 30) °C; (40, 60 and 80) %rh at 23 °C	1,274.00
Thermo-hygrograph	(20, 25, 30) °C; (40, 60 and 80) %rh at 23 °C	3,822.00

Moisture

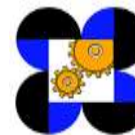
Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)	Remarks
Wood Moisture Meter	9 % to 21 %	840.00	Test
Rice / Grain Moisture Meter	9 % to 21 %	2,500.00	Calibration; 5 samples of varying moisture content



Rice / Grain Moisture Meter	9 % to 21 %	1,800.00	Test; 1 sample

Volume

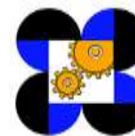
Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Burette	0.1 mL to 100 mL (5 cal. points)	689.00
Volumetric Flask	1 mL to 5000 mL	689.00
Multiple Delivery Dispenser	1 μ L to 100000 μ L (5 cal. points)	1,900.00
Piston Pipette	1 μ L to 10000 μ L (3 cal. points)	1,900.00
	per addition cal. point	630.00
Pipette	0.1 mL to 100 mL	689.00
Proving Tanks (Gravimetric)	up to 500 L	5,200.00
Proving Tanks (Volumetric)	100L to 400L	3,500.00
Proving Tanks (Volumetric)	>400L to 2000 L	3,500.00
Proving Tanks (Volumetric)	>2000 L to 5000 L	4,500.00
Road Tankers (Volume capacity determination)	up to 10000 L	920.00



	>10000 L to 15000 L	1,370.00
	>15000 L to 20000 L	1,840.00
	>20000 L to 25000 L	2,300.00
	>25000 L to 30000 L	2,750.00
	>30000 L to 35000 L	3,200.00
	>35000 L to 40000 L	3,650.00
	>40000 L to 45000 L	4,100.00
	>45000 L to 50000 L	4,200.00
Test Measure (Gravimetric)	5 L , 10 L , 20 L	2,340.00
Test Measure (Volumetric)	5 L , 10 L	390.00
Test Measure (Volumetric)	20 L	780.00

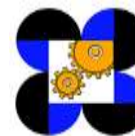
Density

Type of Equipment / Device	Range or Capacity	Calibration Fee (PHP)
Hydrometers	(600 to 2000) kg/m ³	1,200.00



Mass Standards

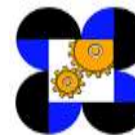
Class / Type	Range	Calibration Fee per Piece (PHP)	Remarks
OIML Class E2	1 mg to 50 g	1,090.00	DAkkS Certificate (1 mg to 1 kg only) NML Certificate (2 kg to 50 kg)
	100 g to 500 g	1,480.00	
	1 kg to 10 kg	1,660.00	
	20 kg to 50 kg	1,990.00	
OIML Class F1 / F2	1 mg to 50 g	600.00	DAkkS Certificate (1 mg to 50 kg only) NML Certificate (100 kg to 200 kg)
	100 g to 500 g	650.00	
	1 kg to 10 kg	950.00	
	20 kg to 50 kg	1,050.00	
	100 kg to 200 kg	2,100.00	
OIML Class M1 / M2 / M3	1 mg to 500 g	450.00	DAkkS Certificate (1 mg to 50 kg only) NML Certificate (100 kg to 200 kg)
	1 kg to 10 kg	600.00	
	20 kg to 50 kg	700.00	
	100 kg to 200 kg	1,500.00	
	500 kg	2,100.00	
Free Nominal (Stainless Steel)	1 mg to 50 g	600.00	DAkkS Certificate



	> 50 g to 500 g	650.00	(1 mg to 50 kg only)
	> 500 g to 10 kg	950.00	NML Certificate (100 kg to 200 kg)
	> 10 kg to 50 kg	1,050.00	
	> 50 kg to 200 kg	2,100.00	
Free Nominal (Other Materials)	1 mg to 500 g	450.00	DAkkS Certificate (1 mg to 50 kg only)
	> 500 g to 10 kg	600.00	
	> 10 kg to 50 kg	700.00	
	> 50 kg to 200 kg	1,500.00	NML Certificate (100 kg to 500 kg)
	> 200 kg to 500 kg	2,100.00	

Nonautomatic Weighing Instruments (NAWI)

Type of Service	Range / Accuracy Class	Calibration Fee per Piece (PHP)	Remarks
Calibration of NAWI, electronic type only (on-site calibration)	Up to 2 kg (using OIML Class E ₂)	2,000.00	DAkkS Certificate (up to 600 g only)
			NMD Certificate (>600 g up to 2 kg)
	Up to 60 kg (using OIML Class F ₁)	1,530.00	DAkkS Certificate (up to 20 kg only)



			NMD Certificate (>20 kg up to 60 kg)
	Up to 200 kg (using OIML Class F ₂)	1,530.00	DAkkS Certificate (up to 60 kg only)
			NMD Certificate (>60 kg up to 200 kg)
	Up to 300 kg (using OIML Class M ₁)	1,530.00	NMD Certificate
Testing of NAWI, electronic and mechanical types	High Accuracy* (using OIML Class F ₂ ; 1 tonne)	1,200.00	NMD Certificate
	Medium Accuracy* & Ordinary Accuracy* (using OIML Class M ₁ and substitution material; 1 tonne)	1,080.00	
	*per additional tonne	20.00	

On-Site Calibration Service

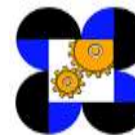
Additional Daily Surcharge Fee per NMD personnel	PHP 1,500.00



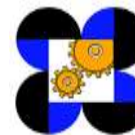
2. Proficiency Testing Program

The Proficiency Testing (PT) Program is a method to validate a particular measurement process. It aims to assess the reliability of the participating laboratories' measurement results, validate their calibration and measurement capabilities, demonstrate metrological equivalence to the National Metrology Division (NMD) of the Industrial Technology Development Institute (ITDI), and ensure the harmonization of measurements throughout the country.

Office or Division:	National Metrology Division (NMD) – Industrial Technology Development Institute	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PT Application Form (one original)		Industrial Technology Development Institute / National Metrology Division / Receiving and Releasing Unit (RRU) All forms can also be downloaded from this link: https://bit.ly/3GsRrWJ The online version of the CSSF can be accessed using this link: https://tinyurl.com/NMDCSSF
PT Protocol (one original)		
PT Terms and Conditions Form (one original)		
F7.1.1a Version 3.0 Technical Service Request (TSR) Form (one original, two photocopies)		
F8.6.2 Version 3.0		



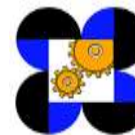
External/Internal Customer Satisfaction Survey Form (CSSF) (one original)				
F7.9 Version 1.0 NMD Complaint Form (one original)				
Measuring Instrument or Sample as an artifact		Industrial Technology Development Institute / National Metrology Division / PT Program Manager Office		
Official Receipt (one original)		Industrial Technology Development Institute / National Metrology Division / Cashier's Office		
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download and fill out PT Application Form. Email form to proficiencytesting@itdi.dost.gov.ph .	1.1 PT Program Manager notifies the customer of the receipt of the application and evaluates the application. Once approved, the TSR Form, PT Protocol, and PT Terms and Conditions Form are sent to the customer.	none	1 hour	Senior Science Research Specialist, PT Program Manager Office, Metrology Building
2. Surrender valid ID to the Guard-on-Duty and sign the Visitors' Logbook.	2.1 Guard-on-Duty issues a 'Visitor's ID' card.	none	1 minute	Guard-on-Duty, Building Lobby, Lobby Desk, Metrology Building
3. Proceed to the Receiving Window of the RRU and present the 'Visitor's ID' card.	3.1 RRU staff takes the 'Visitor's ID' card and	none	2 minutes	Science Research Specialist I, Receiving and



Inform the RRU staff of the intent to participate in a PT Program.	sends for the PT Program Manager.			<i>Releasing Unit, Metrology Building</i>
4. Present the filled-out TSR Form and PT Terms and Conditions Form.	4.1 PT Program Manager validates the forms and accommodates any additional inquiries.	none	45 minutes	<i>Senior Science Research Specialist, PT Program Manager Office, Metrology Building</i>
5. Bring the validated forms to the Receiving Window of the RRU.	5.1 RRU staff assigns a TSR number to the equipment/ sample and returns the forms to the customer with a 'Cashier Only' card.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
6. Proceed to the ITDI Cashier for full payment of fees. If the customer requires a Statement of Account (SOA) prior to payment, proceed to the Accounting Section of the Financial Management Division to secure it. Refer to "Processing of Statement of Account."	6.1 ITDI Cashier processes payment of the customer Refer to "Issuance of Official Receipt (Over-the-Counter Payment)" or to "Issuance of Official Receipt (Direct Payment)."	Fees vary depending on the measuring instrument. Refer to 'NMD Schedule of Fees and Charges for Proficiency Testing Program – Interlaboratory Comparison as of June 2020' after the service specification table.	8 minutes	<i>Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building</i>
7. Return the 'Cashier Only' card to the RRU Staff, present the	7.1 RRU staff encodes the information and	none	1 minute	<i>Science Research Specialist I, Receiving and</i>



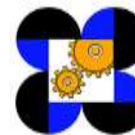
official receipt and submit the NMD's copy of the TSR Form.	issues the 'OK for Release of ID' card.			Releasing Unit, Metrology Building
8. Surrender the 'OK for Release ID' card, and 'Visitor's ID' card to the Guard-On-Duty.	8.1 The Guard-On-Duty releases the customer's valid ID.	none	1 minute	<i>Guard-On-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
9. Depart the premises of ITDI.	9.1 PT Program Manager and NMD Technical Staff receive the TSR Form, PT Terms and Conditions Form, and register the customer in the program.	none	24 minutes	<i>Senior Science Research Specialist and Science Research Specialist II</i> , PT Program Manager Office, Metrology Building
10. Attend the PT Program Preparatory Workshop.	10.1 PT Program Manager and NMD Technical Staff conduct the workshop and update the PT Protocol, if needed.	none	4 hours	<i>Senior Science Research Specialist and Science Research Specialist II</i> , PT Program Manager Office, Metrology Building
	10.2 The PT Program Manager and NMD Technical Staff prepare the PT plan.	none	3 hours	<i>Senior Science Research Specialist and Science Research Specialist II</i> , PT Program Manager Office, Metrology Building



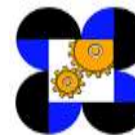
11. Conduct the PT based on the PT Protocol and submit the measurements results.	11.1 PT Program Manager and NMD Technical Staff send out the artifact, monitor and coordinate the its circulation. They gather the customers' measurement results, prepare and send out the interim reports.	none	160 days (paused clock) (For a PT of thirty participants; five days for comparison measurement and five days for analysis of results; five days of interim report preparation)	<i>Senior Science Research Specialist and Science Research Specialist II, PT Program Manager Office, Metrology Building</i>
12. Review the interim report and provide feedback to PT Program Manager.	12.1 PT Program Manager and NMD Technical Staff gather feedback from all participants.	none	5 days (paused clock)	<i>Senior Science Research Specialist and Science Research Specialist II, PT Program Manager Office, Metrology Building</i>
	12.2 PT Program Manager and NMD Technical Staff revise the interim reports and send out the final version of the interim reports.	none	1 day	<i>Senior Science Research Specialist and Science Research Specialist II, PT Program Manager Office, Metrology Building</i> <i>Senior Science Research Specialist and Science Research Specialist II, PT</i>



	12.3 PT Program Manager and NMD Technical Staff prepare Draft A of the PT Report and send it to all participants.	none	10 days	Program Manager Office, Metrology Building
13. Review Draft A and provide feedback to PT Program Manager.	13.1 PT Program Manager and NMD Technical Staff gather feedback from all participants.	none	5 days (paused clock)	<i>Senior Science Research Specialist and Science Research Specialist II</i> , PT Program Manager Office, Metrology Building
	13.2 PT Program Manager and NMD Technical Staff revise Draft A and send out Draft B to all participants.	none	1 day	<i>Senior Science Research Specialist and Science Research Specialist II</i> , PT Program Manager Office, Metrology Building
14. Confirm acceptance of Draft B and its contents via email.	14.1 PT Program Manager facilitates the approval of Draft B by the NMD Chief as the final PT Report.	none	5 days (paused clock)	<i>Senior Science Research Specialist</i> , PT Program Manager Office, Metrology Building
	14.2 PT Program Manager sends out the	none	1 hour	<i>Senior Science Research Specialist</i> , PT Program



	electronic copies of the PT Report and the invitation for the Concluding Workshop.			Manager Office, Metrology Building
15. Attend the PT Program Concluding Workshop. Fill out the CSSF and drop it in the Feedback Dropbox (or answer the online version of the CSSF). For complaints, request the NMD Complaint Form from the RRU staff or download it online.	15.1 PT Program Manager and NMD Technical Staff conduct the workshop and distribute signed hard copies of the PT Report and CSSF. For complaints, request the NMD Complaint Form from the RRU staff.	none	4 hours	<i>Senior Science Research Specialist and Science Research Specialist II, PT Program Manager Office, Metrology Building</i>
	15.2 PT Program Manager uploads the PT Report to the NMD Website and Official Facebook Page for public viewing but gives due consideration to the confidentiality of the participants' identity	none	1 hour	<i>Senior Science Research Specialist, PT Program Manager Office, Metrology Building</i>



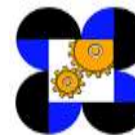
TOTAL:	Fees vary depending on the PT artifact. Refer to the 'NMD Schedule of Fees and Charges for Proficiency Testing Program – Interlaboratory Comparison as of June 2020' after the service specification table.	187 days, 15 hours, and 23 minutes Or 188 days, 7 hours, and 23 minutes	

Proficiency Testing Program qualified for multi-stage processing.

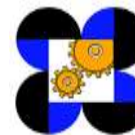


**NMD SCHEDULE OF FEES AND CHARGES FOR PROFICIENCY TESTING
PROGRAM – INTERLABORATORY COMPARISON
As of June 2020**

Proficiency Testing Service	Description of Artifact(s)	Measurement Range / Test Points	Participation Fee, (PHP)
OIML Class F ₁ /F ₂ weight	stainless steel cylindrical weights	conventional mass of 100 mg, 50 g, 200 g	10,570
OIML Class M1 weight	stainless steel cylindrical weights	conventional mass of 2 g, 2 kg, 20 kg	7,050
Electronic Balance	analytical balance maximum capacity = 220 g d = 0.1 mg	test loads at 20 mg, 50 g, 100 g, 150 g, 200 g	7,250
Test Measure	stainless steel capacity = 10 L graduation = 20 mL	10 L via volumetric method	4,030
Piston Pipette	mechanical pipette single channel with air cushion and variable volume	100 µL, 500 µL, 1000 µL via gravimetric method	7,050
One-Mark Pipette	10 mL Class A one-mark pipette type: to deliver	10 mL via gravimetric method	4,650



Digital Stopwatch	7 digits 1/100 th of a second resolution display measurable up to 9 hours, 59 Minutes, 59 seconds and 99/100 second	15 Minutes	4,850
Digital Pressure Gauge	measurement range = 0 to 100 kPa resolution = 0.01 kPa accuracy = 0.02 % of full scale	0 to 100 kPa, pneumatic	15,650
Thermo-Hygrometer	digital temperature measurement range = 0 °C to 60 °C resolution = 0.1 °C relative humidity measurement range = 0 to 100 %	temperature: 20 °C, 25 °C, 30 °C relative humidity: 40 %, 60 %, 80 % at 23 °C	5,850
Liquid-in-Glass Thermometer	5 thermometers: ASTM 90C-86, ASTM 48C-86, ASTM 132C-86, ASTM 105C-86 and ASTM 133C-01 measurement range: 0 °C to 30 °C, 48.6 °C to 51.4 °C, 148.6 °C to 151.4 °C, 198 °C to 252 °C, and -38 °C to 2 °C, respectively	0 °C, 10 °C, 20 °C, 30 °C	7,610
		ice point 50 °C, 51 °C	7,610
		ice point 150 °C, 151 °C	7,610



		200 °C, 215 °C, 230 °C, 250 °C	7,610
		-36 °C, -30 °C, -24 °C, -18 °C, -12 °C, -6 °C, 0 °C	11,510



3. Sale of Reference Materials

Metrological traceability to the International System of Units (SI) is provided to specific testing services in the country through the use of reference materials (RM) and certified reference materials (CRM).

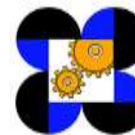
Office or Division:	National Metrology Division (NMD) – Industrial Technology Development Institute		
Classification:	Simple Transaction		
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
F7.1.1a Version 3.0 Technical Service Request (TSR) Form (one original, two photocopies)		Industrial Technology Development Institute / National Metrology Division / Receiving and Releasing Unit (RRU) All forms can also be downloaded from this link: https://bit.ly/3GsRrWJ The online version of the CSSF can be accessed using this link: https://tinyurl.com/NMDCSSF	
F8.6.2 Version 3.0 External/Internal Customer Satisfaction Survey Form (CSSF) (one original)			
F7.9 Version 1.0 NMD Complaint Form (one original)			
Quotation Form		Industrial Technology Development Institute / National Metrology Division / Metrology in Chemistry Section (MiC)	
Order Receipt Form (one original)		Forms will be provided by NMD staff.	



Reference Material				
Copy of the Validated TSR Form (hard copy or email)		Customer		
Official Receipt (one original)		Industrial Technology Development Institute / National Metrology Division / Cashier's Office		
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email (mic@itdi.dost.gov.ph) to inquire about the availability of RM and to request for quotation.	1.1 NMD Technical Staff acknowledges the e-mail and prepares the quotation.	none	10 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
	1.2 MiC Section Head validates and signs the quotation.	none	1 minute	<i>MiC Section Head</i> , MiC Section, Metrology Building
	1.3 NMD Technical Staff sends the quotation and TSR Form to the customer thru email.	none	1 minute	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
2. Fill out and return the accomplished TSR Form via email.	2.1 NMD Technical Staff acknowledges the email and informs the customer of the payment terms.	none	10 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building



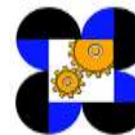
	2.2 NMD Technical Staff prints and validates the accomplished TSR and brings it to RRU.	none	10 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
	2.3 RRU Staff assigns the TSR number to the RM to be purchased.	none	1 minute	<i>Science Research Specialist I</i> , Receiving and Releasing Unit, Metrology Building
	2.4 NMD Technical Staff sends a scanned copy of the validated form to the customer.	none	1 minute	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
3. Surrender valid ID to the Guard-on-Duty and sign the Visitors' Logbook.	3.1 Guard-on-Duty issues a 'Visitor's ID' card.	none	1 minute	<i>Guard-on-Duty</i> , Building Lobby, Lobby Desk, Metrology Building
4. Proceed to the Receiving Window of the RRU for assistance and present the 'Visitor's ID' card. Inform the RRU Staff of the intent to purchase an RM and show the Copy of the Validated TSR Form.	4.1 RRU staff takes the 'Visitor's ID' card, sends for the NMD Technical Staff from the MiC Section, and releases the validated TSR form to the customer together with a 'Cashier Only' card.	none	2 minutes	<i>Science Research Specialist I</i> , Receiving and Releasing Unit, Metrology Building
	4.2 MiC technical staff proceeds to the RRU and orients the customer on RMs	none	30 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building



	including the procedure regarding the dispatch of the RM.			
5. Proceed to the ITDI Cashier for full payment of fees. If the customer requires a Statement of Account (SOA) prior to payment, proceed to the Accounting Section of the Financial Management Division to secure it. Refer to "Processing of Statement of Account."	5.1 ITDI Cashier processes payment of the customer Refer to "Issuance of Official Receipt (Over-the-Counter Payment)" or to "Issuance of Official Receipt (Direct Payment)."	Fees vary depending on the RM. Refer to 'List of Available Matrix Reference Materials as of December 2021' after the service specification table.	8 minutes	<i>Administrative Officer III, Cashier Section, Administrative Division / 2nd Floor Metrology Building</i>
6. Return the 'Cashier Only' card to the RRU staff, present the official receipt and submit NMD's copy of the TSR Form.	6.1 RRU Staff encodes the information and issues the 'OK for Release of ID' card.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
7. Surrender the 'OK for Release of ID' card and 'Visitor's ID card to the Guard-on-Duty.	7.1 The Guard-on-Duty releases the customer's valid ID.	none	1 minute	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>
8. Depart the premises of ITDI	8.1 RRU Staff encodes and archives the details of the RM ordered and sends NMD's copy of the TSR Form.	none	10 minutes	<i>Science Research Specialist I, Receiving and Releasing Unit, Metrology Building</i>



	8.2 NMD Technical Staff prepares the requested RM for dispatch.	none	1 day	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
	8.3 NMD Technical Staff informs the customer via email and mobile number that the RM is ready for pick-up.	none	2 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
9. Arrange pick-up of RM at NMD. Inform NMD Technical Staff of the details of the arrangement and identity of the person picking up the RM.	9.1 NMD Technical Staff endorses the RM and Order Receipt Form to the person picking up the RM.	none	10 minutes	<i>Science Research Specialist II</i> , MiC Section, Metrology Building
	9.2 NMD technical staff sends a soft copy of the CSSF and the link to the online version of the CSSF.	none	1 minute	
10. Receive the RM. Fill out the Order Receipt Form and CSSF (or answer the online version of the CSSF). Email scanned copies to: mic@itdi.dost.gov.ph	14.2 NMD technical staff acknowledges the e-mail and encodes and archives the Order Receipt Form.	none	1 minute	<i>Science Research Specialist II</i> , MiC Section, Metrology Building

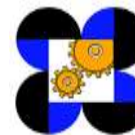


For complaints, request the NMD Complaint Form from the RRU staff or download it online.				
TOTAL:		Fees vary depending on the RM. Refer to 'List of Available Matrix Reference Materials as of December 2021' after the service specification table.	1 day, 1 hour and 41 minutes	



LIST OF AVAILABLE MATRIX REFERENCE MATERIALS
As of December 2021

PRM Code and Description	Certified value	Unit Quantity	Price*
Water Matrix			
PRM 0301 As and Hg in Drinking Water	As: 9.97 ± 0.49 g/kg Hg: 9.1 ± 1.2 g/kg	1 x 120 mL	₱ 7,000
PRM 0401 Pb, Cd, Fe and Cu in Drinking Water	Pb: 10.5 ± 2.0 µg/kg Cd: 2.86 ± 0.30 µg/kg Fe: 932 ± 51 µg/kg Cu: 579 ± 27 µg/kg	1 x 120 mL	₱ 7,500
PRM 0901 Ca, Mg and Zn in Drinking Water	Ca: 312 ± 24 mg/kg Mg: 175.5 ± 6.9 mg/kg Zn: 12.9 ± 1.3 mg/kg	1 x 120 mL	₱ 11,000
PRM 1001 Co, Mn, and Ni in Drinking Water	Co: 77.4 ± 1.5 µg/kg Mn: 361 ± 16 µg/kg Ni: 76.9 ± 1.5 µg/kg	1 x 120 mL	₱ 8,000
Food Matrix			
PRM 0101 Benzoic Acid in Mango Juice	Benzoic acid: 1059 ± 50 mg/kg	1 x 30 g	₱ 7,200



PRM 0201 Histamine in Canned Tuna	Histamine: 61.5 ± 5.0 mg/kg	1 x 25 g	₱ 11,000
PRM 0202 Histamine in Dried Fish	Histamine: 230.9 ± 14.0 mg/kg	1 x 30 g	₱ 11,000
PRM 0501 Sulfite in Dried Mango	Sulfite as SO ₂ : 931 ± 94 mg/kg	1 x 200 g	₱ 6,500
PRM 0601 Salbutamol in Meat	Salbutamol: 227.1 ± 14.0 µg/kg	1 x 20 g	₱ 16,000

V. List of Services

C. PLANNING AND MANAGEMENT INFORMATION SYSTEMS DIVISION

External and Internal Services



External Services

1. Request for Use of ITDI Network Infrastructure

ITDI has the most number of buildings among the DOST agencies in DOST compound. It has a total of 11 buildings and computer network are connected through fiber optics. The passive components of ITDI network infrastructure were designed for future expansion.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government (External)			
Who may avail:	Other DOST Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to ITDI Director for the use of ITDI Network Infrastructure		Requesting Party is responsible for creating a formal letter		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter addressed to the ITDI Director.	1.1 Evaluate and study request.	None	1 day	MIS Staff PMISD-MIS Room / Requesting Agency Representative
	1.1 Review, discuss and decision making on the request	None	2 days	MIS Staff PMISD-MIS Room / PMISD Division Chief



	1.2 Crafted response letter with possible options for the request			PMISD Office of the Chief / ITDI Director ITDI Director's Office / Requesting Agency Representative
2. Wait for ITDI Response	None	None	None	
3. Implement request	3.1 Technical assist and provision of necessary documents and materials	None	5 days	MIS Staff / Requesting Agency Representative / Supplier
TOTAL:		None	8 Days	



Internal Services

1. Processing of Employee's Monthly Attendance

The Management Information Systems (MIS) Section of PMISD is responsible for the electronic data collection of attendance of all ITDI employees including contract of service and job order staff. ITDI attendances are captured electronically through biometric scanning of fingerprint. Each building in ITDI has its own biometric attendance log machine. The MIS Section maintains such machine physically and has an administrator access on its system and data. MIS extracted and process attendance logs bi-monthly for contract of service and job order employees, and monthly for regular employees.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	ITDI – ADM – Human Resource Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Biometric attendance Log Machine		ITDI/Metrology Building, STD Building, MSD Building, EBD Building, Koji Building and ADMATEL Building/ground floor		
2. Log Machine Server and System Application		ITDI/PMISD/2 nd Floor/MIS Office		
3. ITDI File Server		ITDI/PMISD/2 nd Floor/MIS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check soft copy of processed employee's attendance log.	1.1 Download attendance log from biometric machine and	None	1 Hour	<i>MIS Staff PMISD – MIS Room / ADM HR Section Staff</i>



	run the script			ADM Office
2. Download soft copy of processed attendance log.	2.1 Upload soft copy of processed attendance log.	None	10 Minutes	<i>ADM HR Section Staff</i> ADM Office
3. Print attendance log of all ITDI Staff.	3.1 Make sure the file is not corrupted and printer is working.	None	10 Minutes	<i>ADM HR Section Staff</i> ADM Office
TOTAL:		None	1 Hour and 20 Minutes	



2. Request for IT Technical Services

One of the functional objectives of MIS Section of PMISD is to ensure that all ICT facilities are in functional condition in order to support the activities of the institute. ITDI ICT facilities include computers, servers, network components and software.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All ITDI Divisions / Sections			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Technical Services Form		Hard Copy: ITDI/PMISD/2 nd floor/MIS Office ITDI/Office of the Chief		
2. Purchase Request Form		Soft Copy: Online ITDI File Server (103.5.5.102/itdiforms/mis)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Request Form.	1.1 Evaluate Request Form.	None	30 Minutes	MIS Staff PMISD–MIS Room End-User
2. Show equipment or software for troubleshooting.	2.1 Conduct on location first level troubleshooting.	None	4 Hours	MIS Staff PMISD-MIS Room / End-User



3. Prepare Purchase Request of materials if necessary.	3.1 Provide material specifications and estimated price if required replacements.	None	1 Hour and 30 Minutes	<i>MIS Staff PMISD-MIS Room / End-User</i>
4. Process Purchase Request of materials.	4.1 Process Purchase Request.	None	7 Days	<i>End-User / ADM Procurement Section ADM Office</i>
5. Submit purchased materials to MIS.	6. Install replacement materials and test functionalities	None	8 Hours	<i>End-user / MIS Staff PMISD – MIS Room</i>
TOTAL:		None	8 Days and 6 Hour	



3. Request for ITDI Official Email Account

Every organization maintains its own official email account for communication purposes. All government agencies may acquire the provided email account of the Department of Information and Communication Technology (DICT). Management Information Systems (MIS) Section of PMISD is the ITDI's representative in webmail group formed by the DICT. MIS directly communicates with the group.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All ITDI Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for an Email Account Form		Hard Copy: ITDI/PMISD/2 nd floor/MIS Office Soft Copy: Online ITDI File Server (103.5.5.102/itdifforms/mis)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Form.	1.1 Evaluate and study request.	None	1 Hour	<i>MIS Staff</i> PMISD-MIS Room <i>/ End-User</i>
2. Wait for the response from	2.1 Email the request for email account to DICT webmail group and	None	2 Days	<i>MIS Staff</i> PMISD-MIS Room



DICT webmail group.	wait for their response.			
3. Login the new account and change the password.	3.1 Conduct short orientation on using the webmail account and give the login account and temporary password provided by DICT webmail group.	None	1 Hour and 30 Minutes	<i>MIS Staff</i> PMISD – MIS Room <i>/ End-User</i>
TOTAL:		None	2 Days, 2 Hours and 30 Minutes	



4. Request for Website Updating and Posting

The MIS Section of PMISD designed and developed the ITDI website. Only MIS Staff has an access on editing and creating new pages on the website.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Divisions / Sections			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Website Posting and Updating Form.		Hard Copy: ITDI/PMISD/2 nd floor/MIS Office Soft Copy: Online ITDI File Server (103.5.5.102/itdiforms/mis)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form.	1.1 Evaluate and study request form.	None	1 hour	MIS Staff PMISD-MIS Room / End-user
2. Review and check the updated website page.	2.1 Edit, delete or create new page or re-design webpage	None	3 Days	MIS Staff PMISD-MIS Room / End-user
TOTAL		None	3 Days and 1 Hour	



5. Request for System Development

As part of Information Systems Strategic Plan (ISSP), MIS Section of PMISD is required to develop necessary information systems to support the institute's functional objectives. Any section or division may request to develop an information system for them in order to accomplish their functions efficiently.

Office or Division:	Planning and Management Information Systems Division			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Divisions / Sections			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for System Development Form		Hard Copy: ITDI/PMISD/2 nd floor/MIS Office Soft Copy: Online ITDI File Server (103.5.5.102/itdiforms/mis)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form.	1.1 Evaluate and study request form.	None	3 days	MIS Staff PMISD-MIS Room / End-user
2. Provide necessary documents to MIS Section.	2.1 Study and analyzed requested information system.	None	10 days	MIS Staff PMISD-MIS Room / End-user



3. Review System Design and Process Flow.	3.1 Provide System Design and Process Flow.	None	10 days	<i>MIS Staff PMISD-MIS Room / End-user</i>
4. Review and evaluate developed system	4.1 Translate the design into computer program.	None	90 days	<i>MIS Staff PMISD-MIS Room / End-user</i>
5. System testing.	5.1 Conduct training and monitor system testing.	None	10 days	<i>MIS Staff PMISD-MIS Room / End-user</i>
6. Fill out Evaluation Form.	6.1 Fix system error / bugs if necessary.	None	30 days	<i>MIS Staff PMISD-MIS Room / End-user</i>
7. Utilized the developed information system.	7.1 Implement the developed information system.			
TOTAL:		None	153 Days*	

***Request for System Development** qualified for multi-stage processing



V. List of Services

STANDARDS AND TESTING DIVISION

External & Internal Services

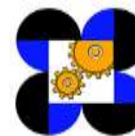


External Services

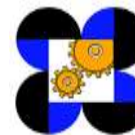
1. Acceptance and Validation of Samples for Analytical Testing and Formula of Conversion (FOC) Evaluation from External Customers

Prior to acceptance of samples, the Standards and Testing Division (STD) validators check the validity of samples for analytical testing and FOC evaluation then proceeds to the issuance of Technical Service Request (TSR) form which is signed by both the customer and the validator.

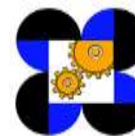
Office or Division:	Standards and Testing Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid sample(s) for testing (please see attached list of required sample specifications for submission)		List of testing capabilities, fees, and sample specifications required for submission can be downloaded from: http://www.itdi.dost.gov.ph/index.php/download
2. Accomplished Customer Information Sheet (CIS, GP 4.4-01-F01) (1 original/softcopy)		ITDI/STD/Receiving and Releasing Unit (RRU)/through email correspondence
3. Health Declaration/ Certificate to secure appointment		ITDI/STD/Receiving and Releasing Unit (RRU)/through shared Google Form



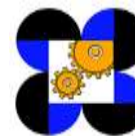
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer logs in on the logbook of the guard-on-duty (checks temperature, presents the certificate of appointment, accomplishes health declaration form).	1.1 Guard-on-duty endorses customer to the Receiving and Releasing Unit (RRU).	None	1 minute	Guard-on-duty
2. Customer informs RRU staff on the testing needs and brought sample for submission Due to the safety protocols, walk-in customers are discouraged. Customers will email respective laboratories (refer to STD FB page for details) for their testing needs.	2.1 RRU checks if customer requirement is within the capability of STD-ITDI. Laboratory staff will respond to the email together with the soft copy of CIS, quotation and health declaration form. If capability is not within STD-ITDI capability, RRU staff endorses customer to OneLab Referral System through the Customer Receiving Officer (CRO)	None	1 minute	<i>Science Research Analysts</i> RRU



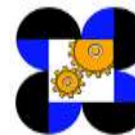
3. Customer accomplishes Customer Information Sheet (CIS, GP 4.4-01-F01) or presents the accomplished CIS given through email	3.1 If within capability, RRU instructs customer to accomplish Customer Information Sheet (CIS, GP 4.4-01-F01). RRU staff calls validator from concerned laboratory through paging system or local phone call. RRU staff instructs customer to proceed to the Validation Room/designated area (observed social distancing)	None	2 minutes	Science Research Analyst RRU
4. Customer proceeds to validation room/designated area and wait for the laboratory/section validator.	4.1 Concerned laboratory/section validator proceeds to Validation Room.	None	3 minutes	Supervising Science Research Specialists/authorized staff Biological, Chemistry, and Physical and Performance Testing Laboratories
	4.2 Validator checks validity of sample and completeness of details provided by the customer.	None	3 minutes*	Supervising Science Research Specialists/authorized staff Biological, Chemistry, and Physical and Performance Testing Laboratories



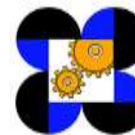
5. Customer checks correctness of information on the printed TSR.	4.3 Validator inputs information provided by the customer to the Unified Laboratory Information Management System (ULIMS) or TACIS for the FOC.	None	10 minutes*	<i>Supervising Science Research Specialists/ authorized staff</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
	5.1 Validator prints 1 copy of the Technical Service Request Form (TSR, GP 4.4-01-F03) or TACIS TSR form for the FOC.	None	1 minute	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
	5.2 Validator discusses to customer due date of test and FOC service, terms and conditions, modes of release of test reports/FOC certificate and the requirements for release of test reports/FOC certificates to representative	None	3 minutes	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
6. Customer and validator agree to the content of the TSR and both sign the form.	6.1 Once agreed by the customer, validator prints three (3) more copies of the TSR.	None	2 minutes	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories



7. Customer accomplishes Customer Satisfaction Feedback Form for Sample Receiving (GP 4.7-01-F01). Customer drops accomplished form inside the drop box at the Validation Room.	6.2 Customer and validator agree to the content of the TSR and both sign the form, all four (4) copies.	None	3 minutes	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
	7.1 Validator gives three (3) copies of the signed four (4) copies to the customer for payment at the Cashier.	None	1 minute	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
	7.2 Validator asks customer to accomplish Customer Satisfaction Feedback Form for Sample Receiving (GP 4.7-01-F01).	None	2 minutes	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories
8. Customer proceeds to the 2 nd floor of the NML and Executive Offices Building for payment at the Cashier.	8.1 Validator shows map to the customer of ITDI buildings to guide him/her to the 2 nd floor of the NML and Executive Offices Building for payment at the Cashier. Validator instructs the customer that he/she does not need to go back to STD building because the STD	None	Depends on the Customer's action (Please see below vicinity map of location of STD and NML buildings)	<i>Supervising Science Research Specialists</i> Biological, Chemistry, and Physical and Performance Testing Laboratories



9. Customer presents three (3) copies of the signed TSRs together with payment of total fee.	copy of the signed TSR will be retrieved by STD staff at the Cashier's Section. 9.1 Cashier checks submitted TSRs and issues Official Receipt (OR) of the payment received. 9.2 Cashier provides the customer his/her copy of the TSR and the OR. Cashier gives one (1) copy of TSR to Commission on Audit (CoA) and one (1) copy is sent back to STD-ITDI for commencement of technical service. Laboratory/ section concerned checks payment of customer through online using ULIMS or through received TSR and technical service is started.	Please refer to STD-ITDI published Schedule of Fees and Charges None	2 minutes 1 minute (Please refer to STD-ITDI published Schedule of Fees and Charges for the turn-around time for each analytical testing service)*	<i>Cashier</i> Cashier Section, Administrative Division <i>Cashier</i> Cashier Section, Administrative Division



10. Customer returns to STD-ITDI RRU when claiming test reports/FOC certificates on the agreed due date or reports/certificates are sent through email correspondence.		None	N/A	Science Research Analysts RRU
TOTAL:		Please refer to STD-ITDI published Schedule of Fees and Charges	35 minutes	

*Timelines indicated are for 1 sample submitted only. Longer time is expected if many samples are submitted.

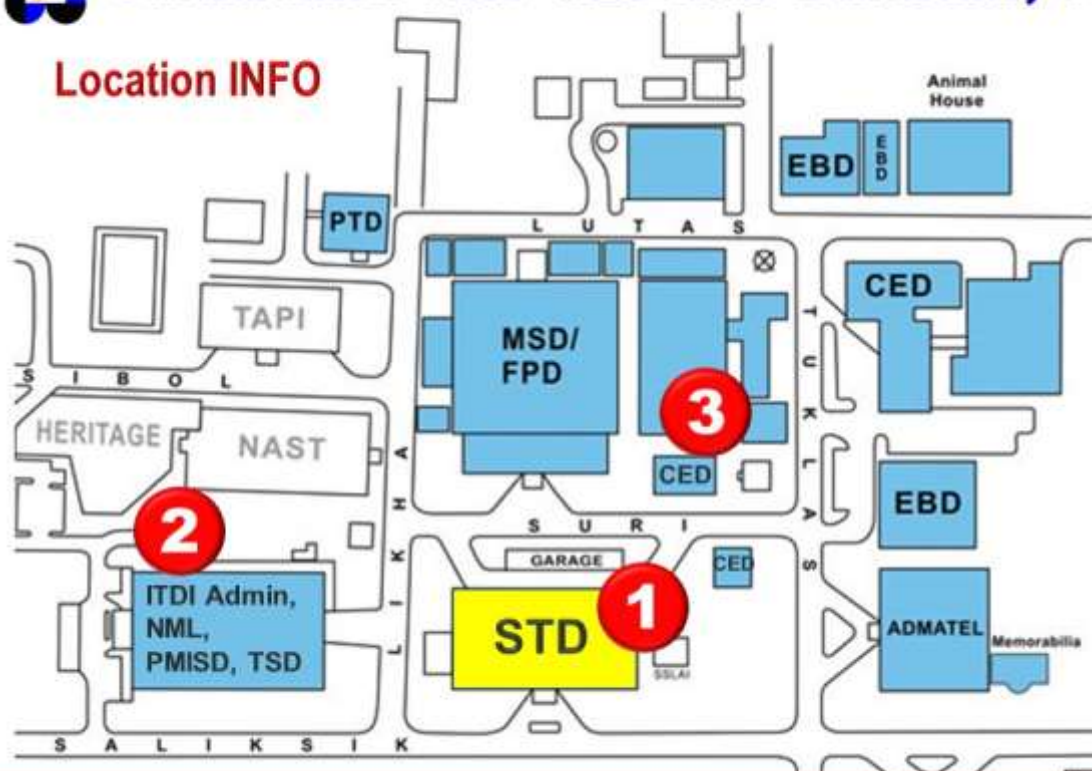


Vicinity Map:



STANDARDS AND TESTING DIVISION, ITDI-DOST

Location INFO



Location No. 1

- ✓ Acceptance of Samples for Testing
- ✓ Accommodation of Customer Inquiries
- ✓ Releasing of Test Reports

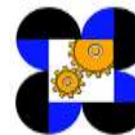
Location No. 2

- ✓ Payment of Test Fees (2nd Floor, Cashier's Section)

Note: After payment, no need to go back to Location No. 1

Location No. 3

- ✓ For extraction services which might be needed in testing, go to Pharmaceutical Section of the Chemicals and Energy Division (CED)



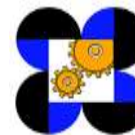
2. Breakdown, Re-issuance or Certified True Copies of Test Reports / FOC Certificates

Test Reports / FOC Certificates already released to customers may be broken down into two (2) or more Test Reports / FOC Certificates, only per sample and not per test parameter; already released Test Report / FOC Certificate may be re-issued or certified true copies of the Test Report / FOC Certificate may be issued.

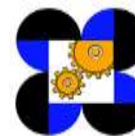
Office or Division:	Standards and Testing Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter stating request for breakdown, re-issuance or certified true copy of test reports/ FOC certificates (1 original).		All are copies/documents from the customer.
2. a. Released Test Report / FOC Certificate containing original dry seal (1 original); b. Original Technical Service Request Form (GP 4.4-01-F03); c. or TSR form from TACIS; d. Authorization letter		Provided by the customer as his/her copy



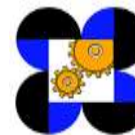
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer logs in on the logbook of the guard-on-duty (checks temperature, presents the certificate of appointment, accomplishes health declaration form).	1.1 Guard-on-duty endorses customer to the Receiving and Releasing Unit (RRU).	None	1 minute	<i>Guard-on-duty</i>
2. Customer informs RRU staff on the request for breakdown, re-issuance, or certified true copy of Test Report(s) / FOC Certificate(s). Customer presents original Test Report(s) / FOC Certificates, original Technical Service Request Form (GP 4.4-01-F03) and if different person transacting the request from the conforme reflected on GP 4.4-01-F03, an	2.1 RRU staff checks validity of all submitted documents. RRU staff endorses written request to the Office of the Chief for review and approval.	None	3 minutes	<i>Science Research Analysts RRU</i>
	2.2 Office of the Chief checks validity of request and approves request letter. Staff of the Office of the Chief endorses approved request back to RRU.	None	2 minutes	<i>Chief Science Research Specialist; Administrative Assistant I Office of the Chief</i>



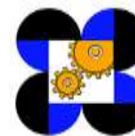
authorization letter is required. (request can be made through email).				
3. Customer checks correctness of information on the printed TSR.	3.1 RRU staff validates the request. RRU staff inputs information provided by the customer to the Unified Laboratory Information Management System (ULIMS). Three (3) copies of the Technical Service Request Form (GP 4.4-01-F03) for the breakdown, re-issuance or certified true copy of Test Report / FOC Certificate are issued.	None	5 minutes	<i>Science Research Analysts</i> RRU
4. Customer and validator agree to the content of the TSR and both sign the form, all copies.	4.1 Customer and RRU staff agree to the content of the TSR and both sign the form, all three (3) copies. RRU staff gives three (3) copies of the signed copies to the customer for payment at the Cashier.	None	3 minute	<i>Science Research Analysts</i> RRU



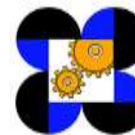
5. Customer proceeds to the 2 nd floor of the NML and Executive Offices Building for payment at the Cashier.	5.1 RRU staff shows map to the customer of ITDI buildings to guide him/her to the 2 nd floor of the NML and Executive Offices Building for payment at the Cashier.	None	Depends on the Customer's action (Please see below vicinity map of location of STD and NML buildings)	Science Research Analysts RRU
6. Customer presents three (3) copies of the signed TSRs together with payment of total fee.	6.1 Cashier checks submitted TSRs and issues Official Receipt (OR) of the payment received.	P100.00 per page per request	2 minutes	Cashier Cashier Section, Administrative Division
7. Customer returns to STD-ITDI RRU and present his/her copy of the signed TSR reflecting the OR number.	7.1 Cashier provides the customer his/her copy of the TSR and the OR. Cashier gives one (1) copy of TSR to Commission on Audit (CoA) and one (1) copy is sent back to STD-ITDI by the customer.	None	1 minute	Cashier Cashier Section, Administrative Division
	7.2 Once paid TSR is presented, RRU staff calls concerned laboratory/ section to send soft copy of Work Order Report (GP 5.10-F01 to F05) for the breakdown of the Test Report.	None	10 minutes*	Science Research Analysts RRU; Supervising Science Research Specialists Biological, Chemistry, and Physical and Performance Testing Laboratories



	For re-issuance of Test Report, RRU staff reprints the already issued Test Report. If the Test Report was issued years ago beyond the retention period of 6 years of retention of soft copies of Test Reports, RRU staff asks concerned laboratories/ sections to prepare new Work Order Report (GP 5.10-F01 to F05). For the request for certified true copy, RRU staff photocopies the original copy of the Test Report / FOC Certificate, stamps "Certified True Copy" red stamp and places the dry seal.			
8. Customer signs the receiving copy of the broken down, reissued, or certified true copy of the Test Report / FOC Certificate.	8.1 RRU staff prints three copies of Test Reports / FOC Certificates and asks Section/Laboratory Heads and Division Chief / Officer-in-Charge for final review and signatures.	None	7 minutes*	Science Research Analysts RRU



9. Customer accomplishes Customer Feedback Form for Breakdown, Re-issuance or Certified True Copy of Test Report / FOC Certificate (GP 4.7-01-F03).	8.2 RRU staff asks customer to sign the receiving copy of the broken down, re-issued or certified true copy of Test Report / FOC Certificate.	None	1 minute	Science Research Analysts RRU
	8.3 RRU staff places Test Report / FOC Certificate inside an envelope and forwards the report / certificate to the customer.	None	1 minute	Science Research Analysts RRU
	9.1 RRU staff asks customer to accomplish the Customer Feedback Form for Breakdown, Re-issuance or Certified True Copy of Test Report / FOC Certificate (GP 4.7-01-F03).	None	3 minutes	Science Research Analysts RRU



10. Customer drops accomplished Customer Feedback Form for Breakdown, Re-issuance or Certified True Copy of Test Report / FOC Certificate (GP 4.7-01-F03) inside the drop box at the RRU.				
TOTAL:		P100.00 per page per request	39 minutes	

*Timelines indicated are for 1 Test Report / FOC Certificate requested. Longer time is expected if many Test Reports / FOC Certificates are requested and/or if the Report/Certificate has many contents.

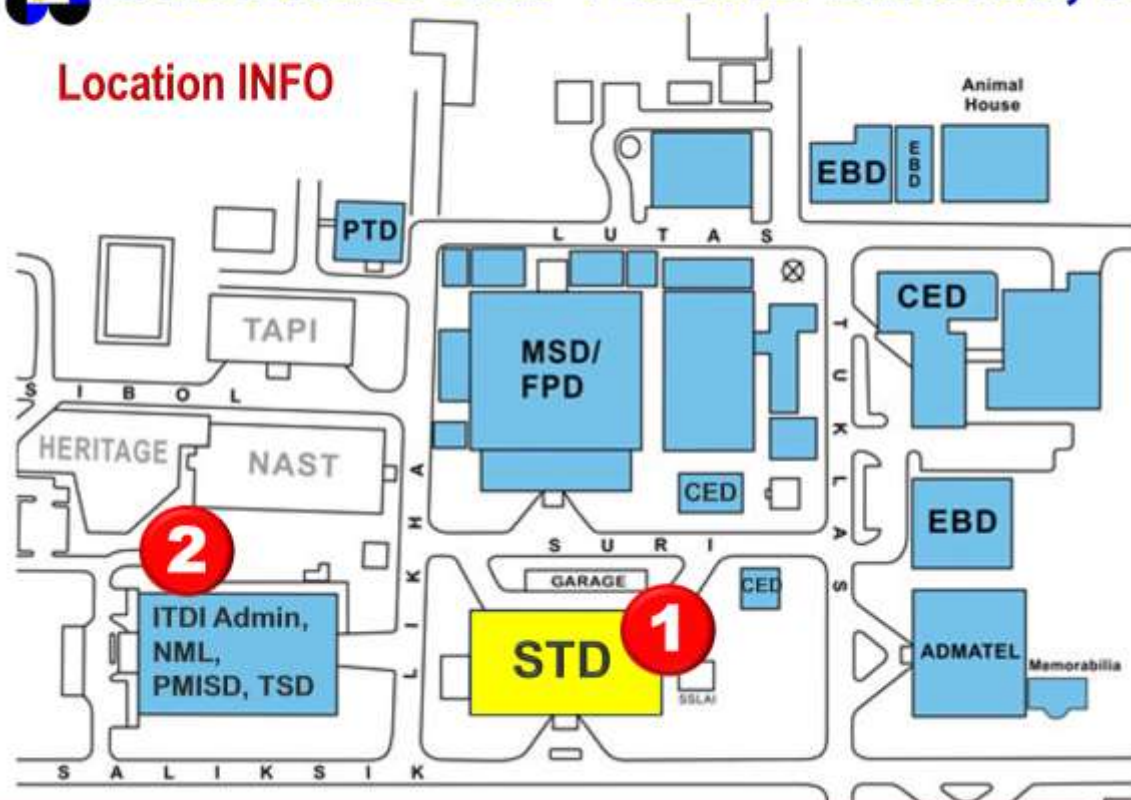


Vicinity Map:



STANDARDS AND TESTING DIVISION, ITDI-DOST

Location INFO



Location No. 1

- ✓ Acceptance of Requests for Technical Services
- ✓ Accommodation of Customer Inquiries
- ✓ Releasing of Test Reports/ FOC Certificates

Location No. 2

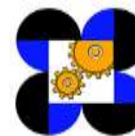
- ✓ Payment of Test Fees (2nd Floor, Cashier's Section)



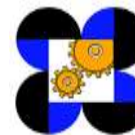
3. Releasing of Analytical Test Reports / Formula of Conversion (FOC) Certificates

After the agreed time frame for the conduct of the analytical tests/FOC evaluation, Test Reports/FOC Certificates are released to customers through pick-up or email correspondence.

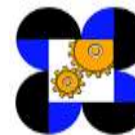
Office or Division:	Standards and Testing Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Validated Technical Service Request (TSR, GP 4.4-01-F03) or TSR form from TACIS – reflecting Official Receipt Number (1 original);		1. Provided by the STD-ITDI Validator during sample receiving and after payment of corresponding technical service fees and charges at the ITDI Cashier;
2. Authorization letter (one (1) original copy) if representative;		2. Provided by the customer;
3. Alternative to authorization letter: accomplished “Authority to Claim” at the back portion of TSR (GP 4.4-01-F03, 1 original);		3. Provided during sample validation;
4. Valid government issued identification cards of the person authorized and the person who gave the authorization (one (1) photocopy).		4. Provided by customer.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer goes back to STD-ITDI to claim Test Report/FOC Certificate after the agreed turn-around time for the technical service availed. Customer logs in on the logbook of the guard-on-duty (checks temperature, presents the certificate of appointment, accomplishes health declaration form).	1.1 Guard-on-duty endorses customer to the Receiving and Releasing Unit (RRU) upon presentation of the accomplished Health Declaration Form.	None	1 minute	<i>Guard-on-duty</i>
2. Customer presents his/her copy of the Technical Service Request (TSR, GP 4.4-01-F03). If a representative is sent, authority to claim and valid identification cards are presented.	2.1 RRU staff checks the presented TSR. If person claiming test report is not the same person who submitted the sample, RRU staff checks the authorization to claim (separate authorization letter or accomplished back page of TSR, GP 4.4-01-F03) the Test Report/FOC Certificate and valid	None	2 minutes	<i>Science Research Analysts RRU</i>



3. Customer signs the receiving copy of the Test Report / FOC Certificate.	identification. For customers who availed of email correspondence as the mode of release of Test Reports, RRU staff immediately sends the Test Report to the provided email address by the customer.			
	3.1 RRU staff asks customer to sign the receiving copy of the Test Report / FOC Certificate.	None	1 minute	Science Research Analysts RRU
	3.2 RRU staff places Test Report / FOC Certificate inside an envelope and forwards to the customer.	None	1 minute	Science Research Analysts RRU



4. Customer accomplishes Customer Feedback Form for Releasing of Test Reports/ FOC Certificates (GP 4.7-01-F02).	4.1 RRU staff asks customer to accomplish Customer Feedback Form for Releasing of Test Reports / FOC Certificates (GP 4.7-01-F02).	None	2 minutes	Science Research Analysts RRU
5. Customer drops accomplished Customer Feedback Form inside the drop box at the RRU.		None	1 minute	None
TOTAL:		0.00	8 minutes	



Internal Services

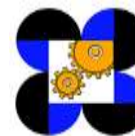
1. Acceptance and Validation of Samples for Analytical Testing from Internal Customers

Prior to acceptance of samples from other Divisions of the Industrial Technology Development Institute (ITDI) or within the Division, the Standards and Testing Division (STD) validators check the validity of samples for analytical testing then proceeds to the issuance of Technical Service Request (TSR) form which is signed by both the internal customer and the validator.

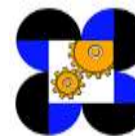
Office or Division:	Standards and Testing Division	
Classification:	Simple	
Type of Transaction:	G2G	
Who may avail:	Research and Development Divisions of the Industrial Technology Development Institute	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Valid sample(s) for testing (please see attached list of required sample specifications for submission)		List of testing capabilities, fees, and sample specifications required for submission can be downloaded from: http://www.itdi.dost.gov.ph/index.php/download
2) Accomplished Internal Customers Technical Service Request (GP 4.4-01-F02, 1 original)		ITDI/STD/Receiving and Releasing Unit (RRU)/through email transmittal
3) Health Declaration		ITDI/STD/Receiving and Releasing Unit (RRU)/through shared Google Form



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer logs in on the logbook of the guard-on-duty (following safety protocols).	1.1 Guard-on-duty endorses customer to the Receiving and Releasing Unit (RRU).	None: Deferred or In-kind, e.g. laboratory and/or office supplies	1 minute	<i>Guard-on-duty</i>
2. Customer informs RRU staff on the testing needs and brought sample for submission.	2.1 RRU checks if customer requirement is within the capability of STD-ITDI.	None	1 minute	<i>Science Research Analysts RRU</i>
3. Customer accomplishes Internal Customers Technical Service Request (GP 4.4-01-F02, can also be made through email)	3.1 If within capability of STD, RRU instructs customer to accomplish Internal Customers Technical Service Request (GP 4.4-01-F02).	None	2 minutes	<i>Science Research Analysts RRU</i>
4. Customer secures signature/approval from the Chief or Officer-in-Charge of the customer's Division.	4.1 Once GP 4.4-01-F02 is signed by the Chief of the concerned Division, staff of the STD Office of the Chief secures signature of the Chief of STD or Officer-in-Charge.	None	3 minutes	<i>Administrative Assistant I; Chief Science Research Specialist Office of the Chief</i>



5. Once GP 4.4-01-F02 is approved by STD Division Chief or Officer-in-Charge, customer proceeds back to the RRU for sample validation.	5.1 RRU staff calls validator from concerned laboratory through paging system or local phone call. RRU staff instructs customer to proceed to the Validation Room.	None	3 minutes	Science Research Analyst RRU
6. Customer proceeds to validation room and wait for the laboratory/section validator.	6.1 Concerned laboratory/section validator proceeds to Validation Room.	None	2 minutes	Supervising Science Research Specialists Biological Chemistry and Physical and Performance Testing Laboratories
	6.2 Validator checks validity of sample and completeness of details provided by the customer.	None	2 minutes*	Supervising Science Research Specialists Biological Chemistry and Physical and Performance Testing Laboratories
	6.3 Validator inputs information provided by the customer to the Unified Laboratory Information Management System (ULIMS).	None	10 minutes*	Supervising Science Research Specialists Biological Chemistry and Physical and Performance Testing Laboratories
7. Customer checks correctness of information on the printed TSR.	7.1 Validator prints 1 copy of the Technical Service Request Form (TSR, GP 4.4-01-F03).	None	1 minute	Supervising Science Research Specialists Biological Chemistry and Physical and Performance Testing Laboratories



8. Customer and validator agree to the content of the TSR and both sign the form.	7.2 Validator discusses to customer due date of test, terms and conditions, modes of release of test reports and the requirements for release of test reports to representative.	None	3 minutes	<i>Supervising Science Research Specialists</i> Biological Chemistry and Physical and Performance Testing Laboratories
	8.1 Once agreed by the customer, validator prints two (2) more copies of the TSR.	None	2 minutes	<i>Supervising Science Research Specialists</i> Biological Chemistry and Physical and Performance Testing Laboratories
	8.2 Customer and validator agree to the content of the TSR and both sign the form, all three (3) copies.	None	2 minutes	<i>Supervising Science Research Specialists</i> Biological Chemistry and Physical and Performance Testing Laboratories
9. Customer accomplishes Customer Satisfaction Feedback Form for Sample Receiving (GP 4.7-01-F01). Customer drops accomplished form inside the drop box at the Validation Room.	9.1 Validator gives one (1) copy of the signed three (3) copies to the customer. One (1) copy is kept by the laboratory and the last copy is kept by the RRU.	None	1 minute	<i>Supervising Science Research Specialists</i> Biological Chemistry and Physical and Performance Testing Laboratories



10. Customer returns to STD-ITDI RRU when claiming test reports on the agreed due date or through email correspondence.	9.2 Validator asks customer to accomplish Customer Satisfaction Feedback Form for Sample Receiving (GP 4.7-01-F01).	None	3 minutes	<i>Supervising Science Research Specialists</i> Biological Chemistry and Physical and Performance Testing Laboratories
		None	N/A	None
TOTAL:		None: Deferred or In-kind, e.g. laboratory and/or office supplies	36 minutes	

*Timelines indicated are for 1 sample submitted only. Longer time is expected if many samples are submitted.



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**CHEMISTRY LABORATORY
ORGANIC CHEMISTRY SECTION**

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
FUELS AND PETROLUEM PRODUCTS				
Liquid Fuels/ Lubricants	API Gravity/Specific Gravity/ Density	ASTM D4052/ASTM D1298	700.00	500mL
	Ash, straight	ASTM D 482	670.00	100mL
	Ash, Sulfated	ASTM D 874	840.00	100mL
	Color	ASTM D1500	360.00	100mL
	Copper Corrosion test	ASTM D130	700.00	100mL
	Flashpoint			
	Cleveland Open Cup (COC)	ASTM D 92	700.00	500mL
	Penky Martens Closed Cup (PMCC)	ASTM D 93	700.00	500mL
	Tag Closed Tester (TCT)	ASTM D 56	700.00	500mL
	Kinematic viscosity	ASTM D 445	800.00	200mL
	Total Acid Number	ASTM D 974	520.00	200mL
	Viscosity index	ASTM D 2270	1,320.00	200mL
	Water & sediments	ASTM D 1796/ASTM D2709	840.00	1L
	Water content	ASTM D 95	840.00	1L
	Compatibility Test	ASTM D 4740	1,300.00	500mL
	Sulfur	Combustion	2000.00 1 st spl, 900.00 next	100mL
	CHN	Combustion	3100.00 1 st spl, 1,500.00 next	100mL
	Heating value	ASTM D240	1,500.00	100mL
	Pour Point	ASTM D97	1,500.00	200mL
Solid Fuels (charcoal, wood biomass)	Proximate Analysis	ASTM D 1762	1,990.00	100g finely ground
	Ash	ASTM D 1762	840.00	
	Moisture	ASTM D 1762	450.00	
	Volatile Combustible Matter	ASTM D 1762	700.00	
	Fixed Carbon (by difference)	ASTM D 1762	1,990.00	
	Heating value	ASTM D 3286	1,500.00	
	Sulfur	ASTM D 4239	2000.00 1 st spl 900.00 next	
	Ultimate analysis	ASTM D 5373	3100.00 1 st spl, 1,500.00 next	
Anthracite Coals	Acid solubility	ANSI/AWWA B100-96	1,500.00	1000 g granules
	Hardness, Mohs' scale		300.00	100 g blocks
Grease	Dropping Point	ASTM D 566	600.00	100 g
	Penetration Worked	ASTM D 217	650.00	500g
Brake Fluid	Dry ERBP	PNS 239	480.00	1L
	Loss on Evaporation	PNS 239	2,200.00	
	pH	PNS 239	400.00	
	Specific Gravity	ASTM D 1298	700.00	
	Kinematic viscosity @ 100 °C	ASTM D 445	800.00	
Waxes	Drop Melting Point	ASTM D 127	720.00	100g
	Penetration, Needle	ASTM D 1321	720.00	200 g
Asphalt	Penetration, Needle	ASTM D 5	720.00	200 g
	Softening point	ASTM D 36	720.00	50 g
PLANTS AND PHARMACUETICAL PRODUCTS				
Proximate Composition of Plant & Plant Products and Herbal Food Supplements	Acid insoluble ash	USP 23, [561]	1,080.00	20 g
	Crude Fat	AOAC 920.39	960.00	20g
	Crude Fiber	USP 23,[561]	1,380.00	20 g
	Crude Protein	AOAC 955.04	1,120.00	20 g
	Essential Oil content	USP 23, [561]	1,080.00	500g per set up
	Fixed Oil content	USP 23, [401]	840.00	500g
	Moisture	USP 23, [921]	600.00	20 g
	Total Ash	USP 23, [561]	720.00	20 g



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Plant Components	Phytochemical (alkaloids, flavonoids, glycosides saponins, sterols, tannins, triterpenes)	BTD Manual Qualitative	650.00	300 g
	Alkaloids	TLC	1,200.00	300 g
	Flavonoids	TLC	1,200.00	300 g
	Glycosides	TLC	1,200.00	300 g
	Hydrogen Cyanide	BTD Manual Qualitative	600.00	300 g
	Sterols	TLC	1,200.00	300 g
	Sugar (Glucose, Fructose, Sucrose)	HPLC	2500.00 any 1 st analyte add'l analyte 600.00 each	100 – 150g dried or fresh spl
	Triterpenes	TLC	1,200.00	5-10g extract 50g dried part
Plant Oils (Essential & Fixed Oil) Plant Extracts	Iodine value	USP [401]	600.00	10g
	Refractive Index	USP [831]	400.00	5 mL
	Saponification Value	USP [401]	800.00	20 g
	Acid Value	Titration	600.00	100 mL
	Specific Gravity	USP [841]	500.00	100 mL
	Total Essential oil Content	AOAC 932.11	1,080.00	300 mL
	Total Fixed Oil Content	USP [401]	840.00	250 g
	Viscosity (Brookfield)	ASTM D 2556	840.00	500 mL
	Scavenging activity of plant extracts	Spectrophotometer	3,960.00	200 g
	Antioxidant activity of plant extracts	Spectrophotometer	1,160.00	200 g
	Carvacrol	GC	1,800.00 any 1 st analyte add'l Analyte 600.00 each	5mL
	Citral	GC		5mL
	Citronellal	GC		5mL
	Citronellol	GC		5mL
	Eucalyptol/Cineole	GC		5mL
	Eugenol	GC		5mL
	Geraniol	GC		5mL
	Limonene	GC		5mL
	Linalool	GC		5mL
	Myrcene	GC		5mL
	α-Pinene	GC		5mL
	β-Pinene	GC		5mL
	Terpineol	GC		5mL
Alkaloids	Caffeine	HPLC	2,800.00	100 g
Tannins	Catechol	TLC	1,200.00	100 g
	Pyrogallol	TLC	1,200.00	100 g
Liquid Nutritional Supplement	Calcium	AOAC 929.07	1,920.00	1L
	Phosphorous	AOAC 930.35	1,440.00	500 mL
	Sodium	AOAC 966.16	1,920.00	1L
Plant Products & Herbal Supplements	β-Carotene	HPLC	4,000.00	100 g
	Vitamin A	HPLC	3,750.00	100 g
	Vitamin B1	HPLC	3,500.00	100 g
	Vitamin B2	HPLC	3,500.00	100 g
	Vitamin B6	HPLC	3,500.00	100 g
	Vitamin E	HPLC	3,600.00	100 g
Topical Preparations, Liniments, Ointments	Camphor	GC	1,800.00 any 1 st analyte 600.00 per add'l analyte	60 – 100mL
	Menthol	GC		
	Eucalyptol/Cineole	GC		
	Methyl Salicylate	GC		
Medicated Cosmetic Soaps	Camphor	GC	1,800.00	60 – 100mL
	Menthol	GC	1,800.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Medicated Cosmetic Liquid Preparations	Retinoic Acid (Tretinoin)	HPLC	3,750.00	4 bots in orig. pack
	Ethanol / 2-Propanol	GC	1,800.00 any 1st analyte 600.00 per add'l analyte	250 mL
Drug, Pharmaceuticals and Cosmetic Preparations	pH	USP 23	325.00	100 mL
	Viscosity (Brookfield)	ASTM D 2556	840.00	500 mL
	Moisture	USP 23	600.00	100 g
PAINTS AND ALLIED PRODUCTS				
Water-based Paints, Latex, White; Elastomeric; Acrylic Polymer, Copolymer	Chemical resistance	ASTM D 1308		At least 4L sample
	Spot Test		400.00	Test panels
	Immersion Test		650.00	
	Density	ASTM D 1475	515.00	
	Dry/Cure time	ASTM D 1640	400.00	
	Fineness of Grind	ASTM D 1210	380.00	
	Gloss Measurement	ASTM D 523	500.00	
	Pigment and Vehicle content	ASTM D 2371	1,000.00	
	Titanium Dioxide	ASTM D 1394	1,300.00	
	If requested alone		1,920.00	
	Total Solids, % weight	ASTM D 2369	500.00	
	Viscosity (KU) (Stormer)	ASTM D562	500.00	
	Volume non-volatile matter	ASTM D2697	500.00	
	If requested alone		1,200.00	
	Water resistance	ASTM D870	390.00	
Organic solvent-based Paints, Enamel, White; Polyurethane	Adhesion	ASTM D 3359	375.00	At least 4L sample
	Density	ASTM D 1475	515.00	Test panels
	Dry/Cure time	ASTM D 1640	400.00	
	Fineness of Grind	ASTM D 1210	380.00	
	Flexibility	ASTM D 522	400.00	
	Gloss Measurement	ASTM D 523	500.00	
	Hardness	ASTM D 3363	375.00	
	Pigment and Vehicle content	ASTM D 2371	1,000.00	
	Titanium Dioxide	ASTM D 1394	1,300.00	
	If requested alone		1,920.00	
	Total Solids, % weight	ASTM D 2369	500.00	
	Viscosity (KU)	ASTM D 562	500.00	
	Volume non-volatile matter	ASTM D 2697		
	or Total Solids, % volume		500.00	
	If requested alone		1,200.00	
Primer Paints: Zn Yellow, Red Lead, Ferrous Oxide	Adhesion	ASTM D 3359	375.00	At least 4L sample
	Density	ASTM D 1475	515.00	Test panels
	Dry/Cure time	ASTM D 1640	400.00	
	Fineness of Grind	ASTM D 1210	380.00	
	Flexibility	ASTM D 522	400.00	
	Gloss Measurement	ASTM D 523	500.00	
	Hardness	ASTM D 3363	375.00	
	Iron Oxide (Iron Oxide Primer)			
	If requested alone	AAS	1,920.00	
	Pigment and Vehicle content			
	Red Lead (Red Lead Primer)	ASTM D 2371	1,000.00	
	If requested alone			
	Total Solids, % weight	AAS	1,920.00	
	Viscosity (KU)	ASTM D 2369	500.00	
	Volume non-volatile matter	ASTM D 562	500.00	
	or Total Solids, % volume	ASTM D 2697		
	If requested alone		500.00	
	Chromium (Zn Yellow Primer)		1,515.00	
	If requested alone	ASTM D 444	1,200.00	
	Zinc (Zn Yellow Primer)		1,920.00	
	If requested alone	AAS		
			1,920.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Reflectorized Traffic Marking Paints: White and Yellow	Density	ASTM D 1475	515.00	At least 4L sample Test panels
	Dry/Cure time/No-Pick-Up time			
	Glassbeads	ASTM D 1640/D711	400.00	
	Content	JIS K5665	700.00	
	Density	JIS R3301	700.00	
	Gradation	ASTM D1214	1,250.00	
	Lead, Total (for yellow paint)	AAS		
	If requested alone		1,920.00	
	Pigment & Vehicle Content	ASTM D237/D4451	1,000.00	
	Titanium Dioxide (for white paint)	ASTM D1394	1,300.00	
Thermoplastic Powder Paints White and Yellow	Total Solids, % weight	ASTM D2369	500.00	At least 1kg sample
	Water resistance	ASTM D870	390.00	
	Calcium Carbonate	ASTM C25	1,100.00	
	If requested alone		1,560.00	
	Dry/Cure time			
	Glassbeads	ASTM D1640	400.00	
	Content	JIS K5665	700.00	
	Density	JIS R3301	515.00	
	Gradation	ASTM D1214	1,250.00	
	Lead, Total (for yellow paint)			
Aluminum Paints	If requested alone	AAS	1,920.00	At least 4L sample Test panels
	Pigment	ASTM D4451	1,000.00	
	Softening Point	ASTM E28	870.00	
	Titanium Dioxide (for white paint)	ASTM D1394	1,300.00	
	If requested alone			
	Chrome Yellow (for yellow paint)			
	If requested alone	ASTM D1394	1,300.00	
	Density	ASTM D1475	450.00	
	Dry/Cure time	ASTM D1640	400.00	
	Pigment and Vehicle content	ASTM D2371	1,000.00	
Avion Blue Enamel Paint	Viscosity (Ford Cup #4)	ASTM D1200	500.00	At least 4L sample Test panels
	Volatile and nonvolatile Matter	ASTM D2369	600.00	
	Water content	ASTM D95	950.00	
	Adhesion	ASTM D3359	375.00	
	Chemical resistance	ASTM D1308		
	Spot Test		400.00	
	Immersion Test		600.00	
	Additional substrate		120.00	
	Heat resistance	ASTM D2485	3,000.00	
	Total Solids, % weight	ASTM D2369	500.00	
Avion Blue Enamel Paint	Total Solids, % volume	ASTM D2697	500.00	At least 4L sample Test panels
	If requested alone		1,200.00	
	Adhesion	ASTM D3359	375.00	
	Chemical resistance	ASTM D1308		
	Spot Test		400.00	
	Immersion Test		600.00	
	Additional substrate		120.00	
	Density	ASTM D1475	450.00	
	Dry/Cure time	ASTM D1640	400.00	
	Fineness of Grind	ASTM D1210	380.00	
Avion Blue Enamel Paint	Flexibility	ASTM D522	400.00	At least 4L sample Test panels
	Hardness	ASTM D3363	375.00	
	Total Solids, % weight	ASTM D2369	500.00	
	Viscosity (Ford Cup #4)	ASTM D1200	500.00	
	Water resistance	ASTM D870	390.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Epoxy Paints	Adhesion	ASTM D3359	375.00	At least 4L sample Test panels
	Chemical resistance	ASTM D1308		
	Spot Test		400.00	
	Immersion Test		650.00	
	Additional substrate		120.00	
	Density	ASTM D1475	450.00	
	Dry/Cure time	ASTM D1640	380.00	
	Flexibility	ASTM D522	400.00	
	Hardness	ASTM D3363	375.00	
	Total Solids, % weight	ASTM D2369	500.00	
	Total Solids, % volume	ASTM D2697	500.00	
	If requested alone		1,200.00	
	Viscosity (KU)	ASTM D562	500.00	
	Water resistance	ASTM D870	390.00	
Adhesives	Viscosity, Krebs Unit	ASTM D1084	500.00	At least 1L/analyte
	Total Solids (non volatile content)	ASTM D4426	500.00	
	Viscosity (Brookfield)	ASTM D1084	840.00	
Glue	pH	PNS 1800:2000	400.00	At least 1L/analyte
	Free formaldehyde		700.00	
	Solid Content		500.00	
Physical analysis of Fingerprint Taker	Thumbprint Impressions, plain	Sirchie Fingerprint Method	960.00	at least 10 pcs.
Indelible Ink	Silver Nitrate, % w/w	ISTD (Gravimetry/ Titrimetry)	1,920.00	at least 150 mL
FOOD AND FEEDS				
Foods/Feeds	Protein	Block Digestion Method	1,120.00	200 mL or 200 g
	Ash	AOAC	550.00	200 g
	Ash-Acid insoluble	Gravimetric	900.00	200 g
	Ash-Water soluble & insoluble	Gravimetric	1,020.00	200 g
	Ash-Alkalinity	Gravimetric	1,000.00	200 g
	Ash-Alkalinity of Water, Insoluble	Gravimetric	1,440.00	200 g
	Ash-Alkalinity of Water Soluble	Gravimetric	1,320.00	200 g
	Ash-Sulphated	Gravimetric	1,000.00	200 g
	Crude Fiber	Gravimetric	1,380.00	200 g
	Moisture	Gravimetric	400.00	200 g
	Crude Fat	Acid hydrolysis	1,200.00	200 g
	Starch	Direct acid hydrolysis	1,200.00	200 g
	Food Energy (Calories)	By computation	90.00	500 g
	Total carbohydrate	By difference	90.00	500 g
	Total Dietary Fiber	AOAC	7,200.00	300 g
	pH	AOAC	325.00	200 g
	Cholesterol	HPLC	3,960.00	300 g
	Caffeine	HPLC	2,800.00	300 g
	Sorbic Acid	HPLC	4,400.00	300 g
	Benzoic Acid	HPLC	4,400.00	300 g
	Nitrite in meat	AOAC	1,500.00	400 g
	Calcium	AOAC	1,920.00	1L
	Iron	AOAC	1,920.00	500 mL
	Magnesium	AOAC	1,920.00	1L
	Manganese	AOAC	1,920.00	1L
	Potassium	AOAC	1,920.00	1L
	Sodium	AOAC	1,920.00	1L
	Zinc	AOAC	1,920.00	500 mL
	Lead	AOAC	1,920.00	500 mL
	Cadmium	AOAC	1,920.00	500 mL
	Mercury	Cold Vapor AAS	1,920.00	500 mL
	Copper	AOAC	1,920.00	500 mL
	Phosphorous	AOAC	1,920.00	500 mL
	Arsenic	AOAC	2,300.00	500 mL
	Acidity (Titratable) in fruit/ veg. product	AOAC	540.00	300 mL
	Acidity (Volatile) in fruit/ veg. product	AOAC	480.00	300 mL
	Solids (Soluble) in fruit/ veg. Product	AOAC	480.00	200 mL
	Solids (Water-insoluble) in fruit/ veg. Product	AOAC	360.00	200 mL
	Sodium Chloride	AOAC	700.00	200 g
	Solids (Total)	AOAC	400.00	200 g



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Sugar and sugar products	Total Reducing Sugar	AOAC	1,100.00	200 g
	Free Reducing Sugar	AOAC	840.00	200 g
	Density	AOAC	480.00	200 g
	Specific Gravity	AOAC	500.00	200 g
	Total Solids (% in syrup)	AOAC	480.00	100 g
	Lactose Purity	HPLC	2,500.00	100 g
	Fructose Purity	HPLC	2,500.00	100 g
	Glucose Purity	HPLC	2,500.00	100 g
	Sucrose Purity	HPLC	2,500.00	100 g
	Sucrose	AOAC	1,125.00	200 g
	Aspartame (Beverage)	HPLC	2,400.00	200 g
	Lactose in milk	HPLC	2,400.00	200 g
	Glycerol	HPLC	2,400.00	200 g
Vinegar	Acid (as Acetic Acid), Total	AOAC 930.35	560.00	200 mL/ analyte
	Alcohol	AOAC 930.35	600.00	
	Alkalinity of soluble ash	AOAC 900.02	800.00	
	Ash	AOAC 930.35	550.00	
	Nonvolatile acids	AOAC 930.35	650.00	
	Nonvolatile reducing substances	AOAC 930.35	1,200.00	
	Permanganate Oxidation Number	AOAC 944.10	1,200.00	
	Total Solids	AOAC 930.35	400.00	
	Total soluble solids	AOAC 930.35	480.00	
	Volatile Acids	AOAC 930.35	480.00	
	If requested alone		1,140.00	
Fats and Oils	Specific Gravity	AOAC 985.19	500.00	200 mL/analyte
	Fatty Acid Profile	GC	2,400.00	
	(For solid food, additional fee for extraction)		1,080.00	
	Free Fatty Acid/Acid No.	AOAC 940.28	500.00	
	Index of Refraction	AOAC 921.08	400.00	
	Iodine Absorption Number	AOAC 920.158/159	600.00	
	Melting Point of Fat/Fatty Acid	AOAC 920.157	500.00	
	Moisture/Volatile Matter	AOAC 962.12	450.00	
	Peroxide Value	AOAC 965.33	600.00	
	Saponification Value	AOAC 920.160	800.00	
	Specific Gravity	AOAC 920.212	500.00	
	Unsaponifiable Matter	AOAC 033.08	1,320.00	
	Viscosity (Brookfield)	ASTM D 2564/1084	840.00	
	Viscosity (Cannon-Fenske)	ASTM D445	600.00	1L 200 mL/ analyte
Vitamins in Food/Feeds	Vitamin A (Retinol)	HPLC	3,750.00	300 g/analyte
	Total Vitamin A (Retinol + β -carotene)	HPLC	7,000.00	
	β -carotene	HPLC	4,000.00	
	Vitamin E	HPLC	4,200.00	
	Niacinamide in juice	HPLC	3,500.00	
	Vitamin B1	HPLC	3,500.00	
	Vitamin B2	HPLC	3,500.00	
	Vitamin B6	HPLC	3,500.00	
Distilled Liquors/Wines/Beer	Vitamin C	HPLC	3,000.00	1L
	Acids	AOAC		
	Total Acids		560.00	
	Fixed Acids		600.00	
	Volatile acids (If requested alone)		1,140.00	
	Alcohol	GC	1,800.00	
	Ash	AOAC	550.00	
	Ethanol/Methanol	GC	1,800.00 1st analyte	
			+600.00 add'l analyte	
	Fusel Oil	GC	1,800.00	
	Higher Alcohol & Ethyl Acetate	AOAC	1,800.00 1st analyte	
			+600.00 add'l analyte	
	Specific Gravity	AOAC	500.00	
	Total Aldehydes	AOAC	600.00	
	Total Acidity (for wines as Tartaric, Malic or Citric)	AOAC	560.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Ethyl Alcohol	Acetone	GC	1,800.00	200 mL
	Benzene	GC	1,800.00	200 mL
	Purity	GC	1,800.00	200 mL
	Fusel Oil & Amyl Alcohol	GC	1,800.00	200 mL
Organic Solvent and Chemicals	Density	ASTM	480.00	200 mL
	Acidity	ASTM D1613	840.00	200 mL
	Water Miscibility	ASTM D1722	480.00	200 mL
	pH	ASTM E 70	360.00	200 mL
	Purity	GC	1,800.00	200 mL
	Residue on Evaporation	ASTM D 1353	720.00	200 mL
	Refractive Index	Refractometric Method	400.00	200 mL
	Viscosity (Brookfield)	ASTM	840.00	500 mL
	Flash Point, TCT	ASTM	700.00	300 mL
Disinfectant	Benzalkonium Chloride content	USP	1,200.00	200 mL
	Viscosity (Brookfield)	ASTM	840.00	1L
	pH	ASTM E 70	400.00	200 mL
Toilet Soap/Laundry Soap	Moisture & Volatile Matter	PNS	720.00	200 g
	Total Matter Insoluble (alcohol+NaCl)	PNS	1,320.00	200 g
	Free Alkali (as NaOH or Na ₂ O)	PNS	720.00	200 g
	Matter insoluble in Water	PNS	720.00	200 g
	If requested alone	PNS	1,080.00	200 g
	Anhydrous soap	PNS	1,440.00	200 g
Other Test	FTIR Scan	FTIR	620.00	
	Viscosity (Brookfield)	ASTM	840.00	1L
	pH	ASTM E 70	360.00	200 mL
Toilet Soap/Laundry Soap	Moisture & Volatile Matter	PNS	720.00	200 g
	Total Matter Insoluble (alcohol+NaCl)	PNS	1,320.00	200 g
	Free Alkali (as NaOH or Na ₂ O)	PNS	720.00	200 g
	Matter insoluble in Water	PNS	360.00	200 g
	If requested alone	PNS	1,080.00	200 g
	Anhydrous soap	PNS	1,440.00	200 g
Other Test	FTIR Scan	FTIR	590.00	



**Industrial Technology Development Institute
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**SCHEDULE OF FEES AND CHARGES FOR TESTING
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**CHEMISTRY LABORATORY
INORGANIC CHEMISTRY SECTION**

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Water (Deepwell, Spring, Distilled, Deionized, Bottle) and Wastewater (Effluent, Influent)	Acidity as CO ₂	Titrimetry	500.00	Not less than 6L
	Alkalinity as CaCO ₃	Titrimetry	500.00	
	Aluminum	GF-AAS	1,500.00	
	Arsenic	HVG-AAS	1,500.00	
	Anions (F, Cl, NO ₂ , Br, NO ₃ , PO ₄ , SO ₄)	IC	1,100.00 (1 st analyte)	
	Succeeding ions		800.00	
	Bicarbonates	Titrimetry	500.00	
	Cadmium	AAS	1,200.00	
	Cadmium	GF-AAS	1,500.00	
	Calcium	AAS	1,200.00	
	Calcium	EDTA Titration	700.00	
	Chloride	Argentometric titration	750.00	
	Chlorine (Residual)	Iodometric	750.00	
	Chromium	AAS	1,200.00	
	Chromium	GF-AAS	1,500.00	
	Color	Platinum Standard	700.00	
	Conductivity	Electrical Conductivity Method	350.00	
	Copper	AAS	1,200.00	
	Copper	GF-AAS	1,500.00	
	Extractable Chloride	Titrimetry(Argentometric)	1,000.00	
	Extractable Ions	IC	1,100.00	
	Iron	AAS	1,200.00	
	Iron	GF-AAS	1,500.00	
	Lead	AAS	1,200.00	
	Lead	GF-AAS	1,500.00	
	Magnesium	AAS	1,200.00	
	Magnesium	EDTA-By difference	700.00	
	Manganese	AAS	1,200.00	
	Manganese	GF-AAS	1,500.00	
	Mercury	Cold Vapor AAS	1,500.00	
	Mercury	CV-AFS	1,550.00	
	Nickel	AAS	1,200.00	
	Nickel	GFAAS	1,500.00	
	Nitrogen (Ammonia-Nitrogen)	Distillation/Titration	850.00	
	Nitrogen (Organic)	Kjeldahl Titration	950.00	
	pH	pH Potentionetry	350.00	
	Phosphorus	Colorimetry	700.00	
	Potassium	AAS/Flame Emission	1,200.00	
	Silica	Gravimetry	800.00	
	Silicon	UV-Vis	800.00	
	Silver	AAS	800.00	
	Sodium	AAS/Flame Emission	1,200.00	
	Sulfate	Turbidimetry/Gravimetry	850.00	
	Total Hardness	EDTA Titration	700.00	
	Total Dissolved Solids	Gravimetry	600.00	
	Total Suspended Solids	Gravimetry	650.00	
	Total Solids	Gravimetry	700.00	
	Turbidity	Gravimetry	700.00	
	Zinc	Turbidimetry	300.00	
	Zinc	GF-AAS	1,500.00	
		AAS	1,200.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (Php)	SAMPLE REQUIREMENT
Pipes (uPVC, etc.)	Extractable Pb (First and Third Extraction)	GF-AAS	6,400.00	3 pcs sample if diameter $\square$ 5 cm length – 0.5m 6 pcs sample if diameter cm length – 1m (Max diam accepted = 10 cm) Sealed at one end
Ceramics and Plastic Containers for Foodstuff	Extractable Metals	GF-AAS	2000 per element	at least 100mL
Toys and Other Related Materials	Extractable Metals	GF-AAS	1800 per element	at least 100mL
Chemical/Reagents KOH – Caustic potash NaOH – Caustic Soda NaHCO ₃ – Baking Soda NaHCO ₃ – tartaric acid + baking powder Na ₂ CO ₃ – Soda ash	Arsenic	Mercuric Bromide Stain	800.00	For powder sample – 100g For liquid sample – 100mL
	Arsenic	HVG-AAS	1,500.00	
	Assay	Titrimetry	650.00	
	Chloride	Titrimetry	700.00	
	Heavy Metals as Pb	Colorimetry	800.00	
	Insoluble Residue	Gravimetric	600.00	
	pH (liquid)	ASTM E70	400.00	
	Specific Gravity, Hydrometer	ASTM D891	300.00	
	Specific Gravity, Pycnometer	ASTM D891	500.00	
	Sulfate	Turbidimetry	850.00	
	Trace Metals	AAS (Std addition)	1,200.00 per element	
Bleaching Powder/ Solution, Detergents, Sodium/Calcium Hydrochloride	Available Chlorine	ASTM D2022 ASTM D2022	700.00	For powder sample – 100g For liquid sample – 100mL
	Alkalinity		650.00	
Plating Solution	Metals (Ag, Au, Cd, Cr, Cu, Fe, Mg, Mn, Ni, Pb, Zn, etc)	AAS	880.00 per metal	at least 100mL
Powder Granules	Bulk/Packed Density	ASTM C110	450.00	at least 500g
	pH	pH Potentiometry	400.00	
	Sieve Analysis (one mesh)	ASTM C110	400.00	
	Sieve Analysis (succeeding mesh)	ASTM C110	230.00	
Salt/Sodium Chloride	Complete Chemical Analysis (NaCl, Moisture,, Water Insolubles, Ca, Mg, SO ₄)	AOAC 925.55	5,000.00	at least 250g-1 kg sample for Complete Chemical Analysis
	Acid Insolubles	AOAC 925.55	600.00	
	Calcium	ASTM E534	700.00	
	Iodine (as received)	AOAC 925.56	700.00	
	Magnesium	ASTM E534	700.00	
	Moisture	AOAC 925.55	650.00	
	Assay, NaCl (as received)	Argentimetric Titration	700.00	
	Sulfate	AOAC 925.55	800.00	
	Water Insolubles	AOAC 925.55	600.00	
Soil, Sediments, Sludge	Arsenic	HVG AAS	1,500.00	at least 250g
	Metals (Cd, Ca, Cr, Cu, Fe, Pb, Mg, Mn, Ni, P, K, Na, Zn)	AAS	1,000.00 per element	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (Php)	SAMPLE REQUIREMENT
Clay and Related Materials, Pozzolan Cement/Perlite/Zeolite/Refractories/Fly Ash Sand/Silica Sand (99.9 % SiO₂) Diatomaceous Earth (77% SiO₂) Rice Hull (90% SiO₂) Ceramics/Glass Borosilicate glass	Complete Chemical Analysis (SiO ₂ , Fe ₂ O ₃ , Al ₂ O ₃ , TiO ₂ , CaO, MgO, Na ₂ O, K ₂ O, LOI)	JISM 5584	6,500.00	at least 250g
	Alumina	JISM 5584	850.00	
	Calcium Oxide	JISM 5584	800.00	
	Iron Oxide	JISM 5584	850.00	
	Loss on Ignition	JISM 5584	700.00	
	Magnesium Oxide	JISM 5584	1,100.00	
	Moisture	JISM 5584	600.00	
	Potassium Oxide	JISM 5584	800.00	
	Silica	JISM 5584	1,070.00	
	Sodium Oxide	JISM 5584	800.00	
	Titania	JISM 5584	800.00	
	Manganese Oxide	AAS	900.00	
	Boron Oxide	Titrimetry ASTM 169-92	1,500.00	
Limestone (CaCO₃), Quicklime (CaO), Hydrated Lime (Ca(OH)₂), Scales, etc. Calcite -CaCO₃ Lime – CaO (apog)	Complete Chemical Analysis (SiO ₂ , Fe ₂ O ₃ , Al ₂ O ₃ , CaO, MgO, LOI)	ASTM C25	4,500.00	at least 250g
	Alumina	ASTM C25	1,310.00	
	Available Lime Index	ASTM C25	500.00	
	Calcium Oxide	ASTM C25	650.00	
	Iron Oxide	ASTM C25	800.00	
	Loss on Ignition	ASTM C25	600.00	
	Magnesium Oxide	ASTM C25	1,100.00	
	Moisture	ASTM C25	600.00	
	Potassium Oxide	ASTM C25	800.00	
	Sodium Oxide	ASTM C25	800.00	
	Silica	ASTM C25	1,320.00	
	Phosphorous Pentoxide, (P ₂ O ₃)	ASTM C25	1,310.00	
Gypsum (CaSO₄.2H₂O) and Gypsum Products,	Complete Chemical Analysis (CaSO ₄ .2H ₂ O, CaSO ₄ , SiO ₂ and Insoluble, R ₂ O ₃ , CaO, MgO, SO ₃)	ASTM C471	6,500.00	at least 250g
	Aluminum Oxide	ASTM C471	805.00	
	Anhydrite (CaSO ₄)	ASTM C471	800.00	
	Calcium Oxide	ASTM C471	800.00	
	Combined Water	ASTM C471	750.00	
	Free Water	ASTM C471	500.00	
	Iron and Aluminum Oxides (mixed oxides)	ASTM C471	700.00	
	Iron Oxide	ASTM C471	850.00	
	Magnesium Oxide	ASTM C471	1,100.00	
	Purity as CaSO ₄ .2H ₂ O	ASTM C471	800.00	
	Silica and Insoluble Matter	ASTM C471	800.00	
	Sodium Chloride	ASTM C471	500.00	
	Sulfate/Sulfur Trioxide	ASTM C471	930.00	
Boiler Scale	Moisture	Tech. Method of Analysis by Griffin	600.00	100-150 g
	Organic & Volatile Matter		650.00	
	Silica		1,320.00	
	Iron & Aluminum Oxide		1,320.00	
	Lime (CaO)		650.00	
	Magnesia (MgO)		1,100.00	
	Sulfur Trioxide		930.00	
	Chloride		700.00	
Fertilizers and Related Materials Organic Fertilizer	Phosphate		800.00	
	Micronutrients (Ca, Cu, Fe, Mg, Mn, Ni, Zn)	AAS	1,200.00 per element	For solid sample—at least 200g For liquid sample—at least 200mL
	Moisture	AOAC	600.00	
	Nitrogen	Kjeldahl Titration	1000.00	
	Phosphorus	Colorimetry	1,000.00	
	Potassium	AAS	1,000.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Cement (Hydraulic, Portland) Aggregates	Complete Chemical Analysis (SiO ₂ , Fe ₂ O ₃ , Al ₂ O ₃ , TiO ₂ , CaO, MgO, SO ₃ , LOI, Insoluble Residue)	ASTM C114	5,800.00	at least 250g
	Alumina	ASTM C114	850.00	
	Silica	ASTM C114	800.00	
	Calcium Oxide	ASTM C114	800.00	
	Insoluble Residue	ASTM C114	700.00	
	Iron Oxide	ASTM C114	850.00	
	Loss on Ignition	ASTM C114	700.00	
	Magnesium Oxide	ASTM C114	1,100.00	
	Potassium Oxide	ASTM C114	800.00	
	Sodium Oxide	ASTM C114	800.00	
	Sulfate/Sulfur Trioxide	ASTM C114	930.00	
	Titania	ASTM C114	800.00	



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PHYSICAL AND PERFORMANCE TESTING LABORATORIES

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (Php)	SAMPLE REQUIREMENT
Sacks	Breaking Strength			3 pieces of whole sack per sample
	One Way	ASTM D5034	600.00	
	Other Way	ASTM D5034	600.00	
	Bursting Strength	ASTM D3786	450.00	
	Fabric Count			
	One Way	ASTM D3775	200.00	
	Other Way	ASTM D3775	200.00	
Duty Free Shopping bag	Required Test	ASTM D882		20 Bags/Size
	Tensile / Elongation	ASTM D882	600.00	
	Tear Strength	ASTM D1004	600.00	
	Sealing Strength	ASTM D882	600.00	
	Handle Performance	ASTM D882	600.00	
	Thickness		200.00	
	Sample Conditioning	ASTM D618	1,500.00	
Perlite Insulation	Density	ASTM C303	350.00	200mm x 100mm x 50mm, 5 pcs
	Moisture content	ASTM C610 sec 11.1.7	350.00	150mm x 150mm x 50mm, 5 pcs
	Conditioning (Oven & 24 Hr. @ 23 C , 50% RH)		1,000.00	
	Flexural Strength	ASTM C203	600.00	12 in x 4 in x 1 in , 5 pcs
	Compressive Strength	ASTM C165	600.00	4 in x 6 in x ½ in , 5 pcs
PVC Pipes	Resistance to Acetone	ISO 3472	250.00	5 pcs (100mm x 25 mm)
	Resistance to H2SO4 for 14 days days @ 55°C	ISO 3473	9,400.00	5 pcs (area / pc 45 ± 3 cm ³) (for 3 size additional)
			700.00	
	Longitudinal Heat Reversion Test	ISO 2505	350.00	5 pcs (L = 200 mm)
	Vicat Softening Point	ISO 2507	1,000.00	5 pcs (L = 50 mm , W = 10 to 20mm , t= 2.4 to 6 mm) (if t= 2.4 mm , use two layers of at least t=2.4total. Thickness)
	Water Absorption	ISO 2508	1,000.00	5 pcs (area / pc 50 cm ² for pipes w/ 32 mm OD or L =5 cm and arc 5 cm for pipes with OD > 32 mm)
	Flattening Test	ASTM D2241	1,000.00	5 pcs. (L = 2 inches
	Resistance of External Blows (Drop Impact)	ISO 3127	1,500.00	pcs. (L= 10 inches)
	Hydrostatic Test	ISO 1167	1,500.00	250mm + 3x O.D + 100mm, 5 pcs pipe
Rubber Products	Aging Test	ASTM D573		Same as Tensile & tear Resistance Test
	22 h		1,100.00	
	48 h		2,400.00	
	70 h		3,500.00	
	72 h		3,600.00	
	96 h		4,800.00	
	100 h		5,000.00	
	168 h		8,400.00	
	336 h		16,800.00	



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PHYSICAL AND PERFORMANCE TESTING LABORATORIES

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
	Compression Set	ASTM D395	1,000.00	5 pieces , cylindrical disk type, 1" diameter @ 12 mm Thickness
	Density / Specific gravity	ASTM D792	450.00	50 grams , granule, pellets, solids 1mm thickness / 1gram
	Durometer Hardness	ASTMD2240 ISO 868 vol.1	250.00	2 pieces flat surface 10 x10 cm , t=6mm min
	Tensile Strength & Elongation	ASTM D412	600.00	2 sheets , 305mm x 305mm x t mm (1.3 ≤ t ≤ 3)
	Tear Resistance	ASTM D624	600.00	
	Sampling Fee		150.00/ test	
	Abrasion Resistance	ASTM D4060	1,500.00	4" x 4", 1/8 "t or less, 5 pcs
Plastic Products	Chemical Immersion Test	ASTM D543	350.00	50mm L x 25.4mm W, 5 pcs
	Compression (W x H x L)	ASTM D695	600.00/ 1,000.00	½ "x ½ " x 2 , 5 pcs
	Flexural Strength	ASTM D790	600.00/ 1,000.00	5 pieces , smooth flat surface , L=16 x thickness +20mm Depth = 13mm , Width 3 to 13mm
	Water Absorption	ASTM D570	350.00	50mmL x 25.4mm W, 5 pcs
	Tension Test	ASTM D638/ D882	600.00/ 1,000.00	5 pieces dumbbell shape , or W= 10 mm to 25.4 mm (15mm Preferably) L=125mm to 250 mm
	Heat Deflection Temperature	ASTM D648	1,000.00	5 pieces, smooth flat surface, L =127mm Width=13mm, Thickness= 3 to 13mm
	Vicat Softening Point	ASTM D1525	1,000.00	5 pcs (L = 50 mm , W = 10 to 20mm , t= 2.4 to 6 mm) (if t= 2.4 mm , use two layers of at least t=2.4 total Thickness)
	Izod Impact	ASTM D256	650.00	L=63.5 or 60.3mm, t=3.17 to 3.4 mm, W= 12.7 mm, 10 pcs
	Charpy Impact	ASTM 179	650.00	4.0 mm x 80 mm, 10 pcs
	Hardness Test	ASTM 2240	250.00	2 pieces flat surface 10 x10 cm , t=6mm min
	Abrasion Resistance Test	ASTM D4060	2,000.00	4" x 4" 1/8"t or less 5 pcs
	Conditioning (at least 40 Hrs @ 23 +/- 2° C , 50 +/- 5 % RH)		1,000.00	
Epoxy	Compression	ASTM C356	600.00/ 1,000.00	2" x2 " x 2", 5 pcs
Plastic Resin	Melting point	ASTM D2117	300.00	100 grams (granules , pellets or powder
	Melt flow Rate	ASTM D1238	1,000.00	100 grams (granules , pellets or powder
	Density	ASTM D792	450.00	100 grams (granules , pellets or powder



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PHYSICAL AND PERFORMANCE TESTING LABORATORIES

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
PVC Powder	Bulk Density/Apparent Density	ASTM D1895	250.00	0.5 kilograms
Particle Board	Density	Philsa 106 / App.B/D		
	Block		350.00	5 pcs , 6 " x 6 "
	Pipe		350.00	1 pipe section
	Compression		600.00	5 pcs , 6 " x 6 "
	Flexural		600.00	5 pcs , 12 " L x 4 " W x 2 " T
	Water Absorption		350.00	5 pcs , 6 " x 6 "
Linear shrinkage		400.00	5 pcs , 6 " x 6 "	
Adhesive / Sealant	Peel strength	ASTM D903	600.00/ 1,000.00	10 pcs , 12 " L x 1 " W overlap by 6"
	Shear strength	ASTM D1002	600.00/ 1,000.00	10 pcs , 5 " L x 1 " W overlap by 1 "
	Sampling Fee	BS 3261	150.00	
Vinyl Tiles	Tension Test		600.00/ 1,000.00	10 pcs , 12 " x 12 "
	Resistance Test/ chemicals		350.00	
	Dimension Test		600.00	
	Size		200.00	
	Thickness		200.00	
	Width		200.00	
	Taber Abrasion		ASTM D4060	
Joint Filler	Compression	ASTM D505	2,200.00	2 pcs , 12" x 12"
	Recovery Density			
	Water Absorption			
School and Office Supplies:				
Masking / Scotch / Packaging Tape	Adhesive Strength	PNS 712	1,000.00	3 rolls
Glue	Adhesive Strength	PNS 1800-2006	600.00	2 jar
Rubber Band	Tensile Strength / Elongation/	PNS 1479	600.00	1 box or 100 pcs
	Dimensional Measurements		200.00	
Ball Point Pens & Refills	Writing Performance	ISO 12757 – 2 PNS 558	400.00	10 pcs.
	Drying Time Test		400.00	
	Water resistance		350.00	
White Board Marker	Writing Performance	PNS 1227	400.00	15 pcs.
	Impact Resistance		600.00	
	Heat Resistance			
	Shaft Holding Force Point		600.00	
	Primary Erase ability		400.00	
Permanent Pen	Writing Performance	PNS 2049	400.00	15 pcs
	Impact Resistance		600.00	
	Shaft Holding Force Point		600.00	
	Drying Time		400.00	
	Resistance to Water		400.00	
Paper Fastener	Bend Test	PNS 235	400.00	10 pcs.
Chalk	Breaking Strength	PNS 1122	600.00	25 pcs.
Pencil	Breaking Strength	PNS 1413	600.00	10 pcs.
Lead for Mechanical Pencil	Bending Strength	PNS 1471 -3 (ISO 9177-3	600.00	12 pcs. Or 1 box
Crayons	Performance Test	PNS 1224	600.00	1 box
Adhesive Tape	Adhesive Strength	PNS 712	1,000.00	5 rolls
PVC Electrical Tape	Exposure to Heat 113°C (168 h)	PNS: 79	8,400.00	10 rolls
	Tension		600.00	
	Appearance		250.00	
	Peeling Off		600.00	
	Tension After heat Aging @ 100°C for 4 hr.		700.00	
Crane and other Lifting Equipment	Load Testing, 50 Tons & 200 Tons	ISO 4310	3,500.00	



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SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (Php)	SAMPLE REQUIREMENT
Burned Refractory Brick	Bulk Density	ASTM C20-Sec 12	400.00	3 pcs, 50 mm cube
	Water Absorption		350.00	3 pcs 76.2 mm cube
Concrete Interlocking Roofing Tiles	Transverse	Philsa 242	400.00	6 pcs full size
	Water Absorption		350.00	
Concrete Hollow Block	Compression	ASTM C39	1,000.00	5pcs /size
Concrete Cylinder	Compression		1,000.00	3 pcs, 152.4 mm x 304 mm with capping
Wire Rod	Tension Test	ASTM A370	600.00	3 pcs, 13" L
	Flexural/Bend Test		600.00	5 pcs, 12" L
Hydraulic Cement Mortar	Compression	ASTM C109	1,000.00	3 pcs, min. 50 mm cube
Cement Powder	Permeability Test/ Fineness of Hydraulic Cement	ASTM C204	400.00	1 kg powder cement
	Initial & Final Setting of cement	ASTM C191	800.00	
Weathermeter	Exposure test	ASTM G155	6000.00/ day	Tray size: 28" x 17.5"
	Observation		300.00/ sample	



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**BIOLOGICAL LABORATORY
PHARMACOLOGY AND TOXICOLOGY SECTION**

SAMPLE NAME	TEST NAME	TEST METHOD	TEST FEE (PhP)	SAMPLE REQUIREMENT
Plant Isolates/ Food Supplements	Approximate Lethal Dose	OECD Guideline 401	7,900.00	50 g
	Analgesic (Plantar)	Hargreaves Method	4,800.00	50 g
	Anti-inflammatory Test	Winter Method	4,200.00	50 g
	Diuretic Test	Lipschitz Method	3,800.00	50 g
	Acute Oral Toxicity (LD50)	OECD Guideline 401	20,000.00	500 g/1 L
Cosmetics	Preliminary Dermal Irritation	OECD Guideline 404	7,250.00	50 g
	Dermal Irritation	OECD Guideline 404	11,750.00	100 g
	Preliminary Eye Irritation	OECD Guideline 405	7,250.00	50 g
	Eye Irritation	OECD Guideline 405	11,750.00	100 g
	Dermal Sensitization	OECD Guideline 406	48,500.00	500 g/1 L
Pesticides	Acute Oral Toxicity (LD50)	OECD Guideline 401	42,500.00	1 L
	Acute Dermal Toxicity	OECD Guideline 402	52,500.00	1 L
	Dermal Irritation	OECD Guideline 404	20,000.00	1 L
	Eye Irritation	OECD Guideline 405	25,000.00	1 L
	Dermal Sensitization	OECD Guideline 406	48,500.00	1 L
Household Pesticides	Acute Oral Toxicity (LD50)	OECD Guideline 401	21,200.00	1 L
	Acute Dermal Toxicity	OECD Guideline 402	29,000.00	1 L
Aerosols, EC Fumigants, Insect Sprays	Knockdown and Mortality For Flying and Crawling Insects	Glass Cylinder Method	33,000.00	50g
Larvicides	Mosquito Larvicidal Test	Probit Method	23,000.00	50g
Lotion, Spray, Soap, Mothballs	Repellency Test for Mosquitoes	Arm in Cage Method	33,000.00	100 g
	Repellency Test for Cockroaches	Ebeling Method	33,000.00	100 g
Fumigants, Insect Spray, EC	Residual Activity Test	Cone Test Method	35,000.00	100 g
Mosquito Coil	Knockdown and Mortality For Flying and Crawling Insects	Glass Cylinder Method	33,000.00	25g
Plant extracts	Knockdown and Mortality Test	Glass Cylinder Method	7,500.00	50 g
	Mosquito Larvicides	Probit Method	6,840.00	100 g
	Repellency Test	Arm in Cage Method	7,500.00	100 g

Note: Fees are exclusive of laboratory animals and animal feeds.



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**BIOLOGICAL LABORATORY
MICROBIOLOGY SECTION**

SAMPLE NAME	TEST NAME	TEST FEE (PhP)	TEST METHOD	SAMPLE REQUIREMENT
		Single Sample Testing		
Water	Bacteriological Examination A (HPC + Coliform Count)	1,100.00	Standard Methods for the Examination of Water and Wastewater (SMEWW) 22 nd Edition, 2012 APHA, AWWA, WEF	-At least 120 mL x 1 -FDA Requirement: At least 120 mL x 5 Sample Submission: Mondays, Tuesdays and Wednesdays 8:00 AM – 12:00 NN
	Bacteriological Examination B (HPC, Coliform Count + <i>E. coli</i> Count)	1,700.00		
	Bacteriological Examination C (HPC, Coliform Count + Fecal Coliform Count)	1,200.00		
	Bacteriological Examination D (Total Coliform Count+ Fecal Coliform Count)	650.00		
	Heterotrophic Plate Count (HPC)	550.00		
	Total Coliform Count	550.00		
	<i>E. coli</i> Count	1,000.00		
	<i>Pseudomonas</i> sp. Count	900.00		
Food, Cosmetics, Extracts, Veterinary Products etc.	Aerobic / Total / Standard Plate Count	550.00	Bacteriological Analytical Manual, Online 2001 US Food and Drug Administration	-At least 100 g/mL x 1 -FDA Requirement: At least 100 g/mL x 5 -At least 100 g/mL x 5 -FDA Requirement: At least 100 g/mL x 10
	Total Coliform Count	550.00		
	<i>E. coli</i> Count	1,000.00		
	Molds and Yeast Count	550.00		
	<i>Salmonella</i> sp. Detection, Presumptive (Conventional)	900.00		
	<i>Staphylococcus aureus</i> Count	1,200.00		
	<i>Pseudomonas</i> sp. Count	720.00		
	Commercial Sterility (Low acid, pH more than 4.6)	2,000.00		
Plant Extracts, Cosmetics, Disinfectants etc.	Antimicrobial Activity (<i>E. coli</i> , <i>S. aureus</i> , <i>P. aeruginosa</i> , <i>S. typhimurium</i> , <i>B. subtilis</i>)	600.00	The US Pharmacopeia 30 NF 25, 2007 (Disc Diffusion Method)	-At least 50 mL Test depends on the availability of cultures especially fungal cultures
	Antifungal Activity (<i>S. cerevisiae</i> , <i>C. albicans</i> , <i>A. niger</i> , <i>F. moniliforme</i> , <i>T. mentagrophytes</i> , <i>T. rubrum</i> , <i>Microsporum canis</i>)	600.00		
Culture Media	Media Quality Control – Growth Promoting and Inhibitory Properties	1,600.00	The US Pharmacopeia 30 NF 25, 2007	-6 Plates / Test tubes of prepared media Test is not available for all types of media

V. List of Services

TECHNOLOGICAL SERVICES DIVISION

External and Internal Services



External Services

1. Payment of Royalties

DOST-ITDI personnel who achieve or produce intellectual properties are entitled to financial or other awards, bonuses and/or prizes from the DOST in accordance with pertinent provisions of RA 8439, RA 10055, DOST AO No. 009 – Technology Transfer Protocol of DOST-Research and Development Institutes (RDI) and other relevant circulars/orders/laws. One way to ensure that developers of intellectual properties are properly compensated was through the derivation of technology fees and royalty payments.

The share distribution as stated in RA 8439 Section 7b shall be on a 60%-40% basis in favor of the Government (DOST-ITDI) and technology developers.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Interested adopters from the private, SUCs, NGOs, and other government agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Annual Sales Report (1 photocopy)		To be provided by the client
2) Memorandum of Agreement (MOA) (1 original copy)		To be provided by the client
3) Official receipt (1 original copy and 1 photocopy)		ITDI/ Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg.
4) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit annual sales report to the TSD-BDS for validation.	1. Review and validate sales report received from client.	None	20 Minutes	<i>BDS Coordinator TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
2. Proceed to ITDI Cashier Section for the payment of royalties, and submission of annual sales report and MOA as attachments.	2.1 Receive payment and attachments.	None	10 Minutes	<i>Cashier Section, Administrative Division 2nd Floor, Metrology Building, ITDI-DOST</i>
	2.2 Issue official receipt (OR) to client.	None	5 Minutes	<i>Cashier Section, Administrative Division and 2nd Floor, Metrology Building, ITDI-DOST</i>
	2.3 Photocopy OR for BDS file	None	5 Minutes	<i>BDS Coordinator TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
3. Fill out Customer Satisfaction Survey Form (QMS-TSD-F2).	3.1 Provide customer feedback form to client, and receive accomplished form.	None	5 Minutes	<i>BDS Coordinator TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
TOTAL:		None	45 Minutes	



2. Processing of Assistance to Walk-in Visitors

Clients from various sectors and the general public can visit the DOST-ITDI for any technical needs under its expertise and available technologies on food processing, chemicals and energy, environment and biotechnology, and packaging and technology; as well as needs for trainings, testing and calibration services.

Office or Division:	Technological Services Division (TSD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Students, teachers, professionals and the general public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Technical Services Form – ITDI F1, Nov 2011 (for customized training) (1 original copy and 1 photocopy)		ITDI/TSD//2 nd Floor, Metrology Bldg.		
2) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in in the TSD logbook and fill-out Technical Services Form (Technical	1.1 Provide TSD logbook, and Technical Services Form to the client	None	2 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI



Services Form - ITDI F1, Nov 2011)	1.2 Interview client to determine specific need for services	None	5 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
2. Receive assistance from TSD Staff	2. Discuss with client details and requirements for the needed assistance; and refer to concerned R&D division(s), if necessary	None	10 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
3. Fill out Customer Feedback Form (QMS-TSD-F2).	3. Provide customer feedback form, and receive accomplished form	None	5 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
TOTAL:		None	22 Minutes	



3. Processing of Awareness Seminar/Forum and Exhibit

DOST-ITDI conducts awareness seminar/forum and exhibit as part of the promotional activities for its developed technologies and technical services.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business G2G – Government to Government			
Who may avail:	High schools, universities, private sector and other institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter request at least two months prior to intended schedule sent via email, mail/courier or portal containing the following details: • Full name of representative from the requesting agency • Contact details and email address • Full details of the requested event (What, When, Where, Who and How)		To be provided by the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to ITDI	1.1 Receive and acknowledge letter of request (same day)	None	15 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI



	1.2 Log schedule date of seminar/exhibit	None	7 Minutes	<i>IDS Designated Personnel</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
	1.3 Coordinate/ discuss with concerned Division based on the requested technologies; seek cooperation and approval	None	2 Days (paused-clock)	<i>IDS Designated Personnel</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
	1.4 Notify client of approval through text, direct messaging, or email	None	15 Minutes	<i>IDS Designated Personnel</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
	1.5 Prepare for the awareness seminar/forum or exhibit requested by the client as approved by the Director and concerned divisions	None	3 Days (paused-clock)	<i>IDS Designated Personnel and TSD Concerned Staff</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI <i>Concerned Divisions</i>
2. Meeting with ITDI personnel for conduct of exhibits/seminar	2. Discuss details and other requirements thru online or face-to-face	None	2 Hours	<i>IDS Designated Personnel</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
TOTAL:		None	5 Days, 2 Hours and 37 Minutes	



4. Processing of Consultancy Services

Consultancy services is part of the technology transfer activities offered to clients on various expertise of the DOST-ITDI such as food processing, chemicals and energy, environment and biotechnology, materials science, and packaging technology. Consultancy services include: process and product improvement, establishment of processing facility, product development, packaging and labeling, testing and calibration, among others needed by the industries, MSMEs, and other clients.

Office or Division:	Technological Services Division (TSD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request for consultancy (1 original copy)		To be provided by the requesting party		
2) Customer Satisfaction Survey form, (QMS-TSD-F2) (1 original copy)		ITDI/TSD//2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send inquiry or request for consultancy services through phone, fax, and email; or walk-in visit to DOST-ITDI	1. Evaluate client's request	None	10 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
2. Provide information based on required intervention	2.1 Provide on-the-spot advice for short-term consultancy or refer to expert as needed	None	15 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI



	2.2 If site visit is required, coordinate with concerned divisions/experts	None	15 Minutes	<i>IDS Assigned Staff TSD, 2nd Floor, Metrology Building, DOST-ITDI</i>
	2.3 Prepare and send to client confirmation letter for the schedule of visit	None	30 Minutes	<i>IDS Assigned Staff TSD, 2nd Floor, Metrology Building, DOST-ITDI</i>
3. Confirm with the set schedule and prepare for the visit	3. Implement technical consultancy at site	None	1 Day	<i>Technical expert on the subject</i>
4. Receive, verify and implement recommended course of action	4. Prepare and submit Travel Report and accomplishment within 10 working days after the visit	None	4 Hours	<i>Technical expert on the subject</i>
5. Fill out Customer Feedback Form (QMS-TSD-F2).	5. Provide customer feedback form, and receive accomplished form	None	5 Minutes	<i>Designated Officer of the Day TSD, 2nd Floor, Metrology Building, DOST-ITDI</i>
TOTAL:		None	1 Day, 5 Hours and 15 Minutes	



5. Processing of Freedom of Information (FOI) Inquiries

In accordance with the Executive Order No. 2 series of 2016 on Freedom of Information, Anti-Red Tape Act of 2007, Ease of Doing Business of 2018 and Data Privacy act of 2012, DOST-ITDI accepts and processes inquiries/requests for technologies, technical services and technical assistance under its expertise from clients, stakeholders, and the general public. These services can be requested thru email or using the e-FOI portal.

Office or Division:	Technological Services Division (TSD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Request thru email using the FOI Form or using the e-FOI portal specifying the subject of inquiry (1 original copy)		To be provided by the requesting party		
2) FOI Request form		Designated Officer of the day, ITDI/TSD 2 nd Floor, Metrology Bldg.		
3) Identification Document (Student ID, Company ID, Gov't. Issued ID)		To be provided by the requesting party		
4) Customer Satisfaction Survey form, (QMS-TSD-F2) (1 original copy)		ITDI/TSD 2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
INQUIRIES RECEIVE THRU EMAIL				
1. Send request thru email accounts of TSD-ITDI (tsd@itdi.dost.gov.ph)	1.1 Check and acknowledge email account or receive	None	5 Minutes	FOI Receiving Officer TSD,



Submit fill-out FOI Request form	request form by affixing signature			2 nd Floor, Metrology Building, DOST-ITDI
	1.2 Verify proof of identification and evaluate request. In case of invalid request, inform the requesting party as to the reason.	None	10 Minutes	<i>FOI Receiving Officer</i> 2 nd Floor, Metrology Building, DOST-ITDI
	1.3 Review and approve/disapprove the request.	None	30 Minutes	<i>FOI Receiving Officer</i> 2 nd Floor, Metrology Building, DOST-ITDI
	1.4 For valid request, retrieve the information requested and forward to the concerned Division/Staff. In case the information requested is not available, inform the requesting party.	None	2 Days (paused-clock)	<i>Director/ Deputy Director/ TSD Chief</i> Metrology Building, DOST-ITDI
	1.5 Prepare transmittal letter of action taken for signature of the Director	None	30 Minutes	<i>FOI Receiving Officer</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI



2. Receive requested documents/ information depending on the preferred mode of reply	2. Release document/s thru preferred mode of reply	None	15 Minutes	<i>FOI Receiving Officer</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
3. Accomplish Customer Satisfaction Survey form, (QMS-TSD-F2)	3. Provide customer feedback form, and receive accomplished form	None	5 Minutes	<i>FOI Receiving Officer</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
TOTAL:		None	2 Days, 1 Hour and 35 Minutes	
INQUIRIES RECEIVE THRU e-FOI Portal				
1. Lodge the request thru e-FOI portal	1.1 Accept e-FOI request. Note: Request lodge at 4:00 PM onwards and Saturday and Sunday will be accepted on the next working day.	None	5 Minutes	<i>FOI Receiving Officer</i> eFOI Portal
	1.2 Verify proof of identification and evaluate the request. In case of invalid request, inform the requesting party as to the reason of non-	None	20 Minutes	<i>FOI Receiving Officer</i> eFOI Portal



	accommodation. In case the information being requested belongs to another agency, refer the requesting party to the appropriate agency.			
	1.3 For valid request, forward to the concerned Division/Staff for review and approval.	None	5 Minutes	<i>FOI Receiving Officer FOI Receiving Officer eFOI Portal</i>
	1.4 Review and retrieve the information requested. Note: In case of voluminous records, the concerned Division/Staff may request for extension in time to comply (maximum of 10 days)	None	2 Days (paused-clock)	<i>Concerned Division/Staff</i>
2. Receive documents depending on the preferred mode of reply	2. Send reply thru e-FOI portal or thru preferred mode of reply of the requesting party. In case of clarification	None	15 Minutes	<i>Decision Maker (eFOI Portal/email)</i>



	and denial, inform the requesting party thru the e-FOI portal			
3. Accomplish Customer Satisfaction Survey form, (QMS-TSD-F2)	3. Provide customer feedback form, and receive accomplished form	None	5 Minutes	<i>FOI Receiving Officer</i> eFOI Portal
TOTAL:		None	2 Days and 50 Minutes	



6. Processing of Requests for Regular/In-House Training from Clients Received thru Email

ITDI offers regular/in-house training program for the whole year. Training fees vary depending on the course. Clients may request thru email training courses on industrial and livelihood for enhancement of skills and capabilities, and creation of livelihood opportunities. ITDI training program is available in ITDI website and Facebook page.

Office or Division:	Technological Services Division (TSD) – Regional Cooperation and Training Section (RCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request specifying training course (1 original copy)		To be provided by the requesting party		
2) Training reservation form (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
3) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.		
4) Official Receipt (OR) (1 original copy and 1 photocopy) or 5) Deposit Slip (2 photocopies)		ITDI/Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg. or To be provided by the requesting party		
6) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send request thru email accounts of TSD-ITDI (tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph).	1.1 Check email accounts and forward letter of request to Office of the Chief – TSD / Receive letter of request from Office of the Director (OD)	None	5 Minutes	<i>Designated Officer of the Day / RCTS Staff</i> TSD, 2 nd Floor, Metrology Building, ITDI-DOST <i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Record the request in TSD logbook and attach TSD routing slip and indicate TSD reference number and forward to RCTS Section Head	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.3 Refer to RCTS Coordinator	None	2 Minutes	<i>RCTS Section Head</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.4 Coordinate with the client thru email or phone	None	5 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
2. Fill out Training Reservation Form and send via email	2.1 Provide training reservation form to the client thru email,	None	5 Minutes (paused-clock)	<i>RCTS assigned Coordinator</i> TSD-RCTS



((tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph)	and acknowledged receipt of the filled-out reservation form			2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Coordinate with the client and advise to settle payment of training fee (at least 1 week before the training date).	None	5 Minutes (paused-clock)	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
3. Payment of training fee (depending on training course) at the ITDI Cashier Section, or deposit to ITDI Training Bank Account (Landbank - Account Name: ITDI Training, Account Number: 1822-1028-63, Branch: Landbank Bicutan).	3.1 Issue Official Receipt (OR).	None	5 Minutes	<i>Cashier Section, Administrative Division</i> 2 nd Floor, Metrology Building, ITDI-DOST
	3.2 Photocopy OR for RCTS file; or acknowledge receipt and print a copy of deposit slip sent by the client via email for ITDI Cashier Section and RCTS file.	None	5 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	3.3 Prepare a Statement of account (SOA) (as needed by some clients).	None	37 Minutes	<i>Finance Management Division-Accounting Section</i> 2 nd Floor, Metrology Building, ITDI-DOST



	3.5 Send copy of SOA to client thru email.	None	2 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
4. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	4. Provide customer feedback form	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		Please see Annex B	1 Hour and 19 Minutes	



7. Processing of Requests for Training from Clients (Email / Snail Mail)

ITDI offers training program (regular/in-house and customized) for the whole year. Training fees vary depending on the course. Clients may request thru email/snail mail training courses on industrial and livelihood for enhancement of skills and capabilities, and creation of livelihood opportunities. ITDI training program is available in ITDI website and Facebook page.

Office or Division:	Technological Services Division (TSD) – Regional Cooperation and Training Section (RCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request specifying training course (1 original copy)		To be provided by the requesting party		
2) Line-item-budget/training fee, module and schedule of activities for customized training (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
3) Confirmation letter (1 original copy and 1 photocopy)		ITDI/TSD/RCTS/2 nd Floor, Metrology Bldg.		
4) Official Receipt (OR) (1 original copy and 1 photocopy) or 5) Deposit Slip (2 photocopies)		ITDI/Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg., or To the provided by the requesting party		
6) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.		
7) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send request thru email accounts of TSD-ITDI (tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph) or snail mail	1.1 Check email accounts and forward to Office of the Chief – TSD / Receive letter of request from OD; and record the request in TSD logbook and forward to Office of the Director.	None	5 Minutes	<i>Designated Officer of the Day / RCTS Staff</i> TSD, 2nd Floor, Metrology Building ITDI-DOST <i>Science Aide</i> TSD-Office of the Chief TSD, 2nd Floor, Metrology Building ITDI-DOST
	1.2 Record request in OD logbook and attach routing slip, reference number, and forward to the Director.	None	5 Minutes	<i>Secretary</i> Office of the Director 1st Floor, Metrology Building, ITDI-DOST
	1.3 Approval of the Director, and refer to TSD for appropriate action.	None	5 Minutes	<i>Director</i> Office of the Director 1st Floor, Metrology Building, ITDI-DOST
	1.4 Receive request and attach TSD routing slip, indicate TSD reference number, record in logbook, and forward to TSD Chief for action.	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2nd Floor, Metrology Building, ITDI-DOST <i>Science Aide and Division Chief,</i>



	1.5 Refer to concerned RCTS coordinator.	None	2 Minutes	TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST <i>Section Head</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.6 Coordinate with the client thru email or phone.	None	5 Minutes	<i>RCTS Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.7 Coordinate with concerned Division and provide letter request.	None	5 Minutes (paused clock)	<i>RCTS Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.8 Approval of concerned Division and set schedule.	None	1 Day	<i>Concerned Division/Trainer</i> Research and Development (R&D)/ Administrative and Technical Services (ATS)
	1.9 Prepare training module, line item budget (training fee), and list of requirements.	None	4 Hours	<i>Concerned Trainer and RCTS Coordinator</i> R&D/ATS and TSD 2 nd Floor, Metrology Building, ITDI-DOST



	1.10 Coordinate with the client for the confirmed schedule and advise to settle payment of training fee (at least 1 week before the training date).	None	5 Minutes (paused clock)	<i>RCTS Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.11 Prepare and send signed confirmation letter to the client.	None	20 Minutes (paused clock)	<i>RCTS Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
2. Payment of training fee (depending on training course) at the ITDI Cashier or deposit to ITDI Training Bank Account (Landbank - Account Name: ITDI Training, Account Number: 1822-1028-63, Branch: Landbank Bicutan).	2.1 Issue Official Receipt (OR).	None	5 Minutes	<i>Cashier Section, Administrative Division and RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Photocopy OR for RCTS file; or acknowledge and print a copy of deposit slip sent by the client via email for ITDI Cashier Section and RCTS file.	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST



	2.3 Prepare a Statement of account (SOA) (as needed by some clients)	None	37 Minutes	<i>Finance Management Division-Accounting Section</i> 2 nd Floor, Metrology Building, ITDI-DOST
	2.4 Send copy of SOA to client thru email.	None	2 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
3. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	3. Provide customer feedback form, and received accomplished form	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	1 Day, 5 Hours and 4 Minutes	



8. Processing of Requests for Training for Walk-in Clients

DOST-ITDI offers training program (regular/in-house and customized) for the whole year. A walk-in client may avail training courses on industrial and livelihood for enhancement of skills and livelihood opportunities.

Office or Division:	Technological Services Division (TSD) – Regional Cooperation and Training Section (RCTS)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Training reservation form for regular training (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.
2) Technical Services Form – ITDI F1, Nov 2011 (for customized training) (1 original copy and 1 photocopy)		ITDI/TSD/RCTS/2 nd Floor, Metrology Bldg.
3) Confirmation letter, training requirements and fee, module, and schedule of activities (for customized training) (1 original copy and 1 photocopy)		ITDI/TSD/RCTS/2 nd Floor, Metrology Bldg.
4) Customer Feedback Form (QMS-F2 rev.2 Feb 2020) (1 original copy)		ITDI/TSD/RCTS/2 nd Floor, Metrology Bldg.
5) Official Receipt (OR) (1 original copy and 1 photocopy) or 6) Deposit Slip (2 photocopies)		ITDI/Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg., or To be provided by the requesting party
7) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.
8) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign to logbook in the TSD Office.	1. Provide TSD logbook to the client, and interview client to determine specific need; show training program.	None	5 Minutes	<i>Designated Officer of the Day</i> TSD, 2 nd Floor, Metrology Building, ITDI-DOST
2. Fill out Training Reservation Form (for regular training), or Fill out Technical Services Form (Technical Services Form - ITDI F1, Nov 2011) (for customized training)	2. For regular training: Provide Training Reservation form, and list name of client to Monitoring of Participants to the Training Program; or for Customized Training: provide client with technical services form	None	5 Minutes	<i>RCTS Staff</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
3. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	3. Provide customer feedback form, and received accomplished form	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
4. Wait for the advise from TSD-RCTS for schedule of training and payment of training fee.	4.1 For regular training: Coordinate with the client for the confirmed schedule and advise to settle payment of training fee (at least 1 week before the training	None	5 Minutes (paused clock)	<i>RCTS Staff</i> TSD-RCTS and <i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST



	date); for Customized Training: forward request to TSD-Office of the Chief for numbering and action/approval of TSD Chief.			
	4.2 Approval and referral of the request to RCTS.	None	5 Minutes	<i>Division Chief TSD 2nd Floor, Metrology Building, ITDI-DOST</i>
	4.3 Refer to RCTS Coordinator.	None	2 Minutes	<i>Section Head TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
	4.4 Coordinate with concerned Division and provide copy of the request (for customized training).	None	5 Minutes	<i>RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
	4.5 Approval of request and assignment of trainer (for customized training).	None	1 Day	<i>Concerned Division Chief R&D/ATS ITDI-DOST</i>
	4.6 Preparation of confirmation letter, module, LIB for training fee,	None	4 Hours	<i>Assigned Researcher/Trainer R&D/ATS and</i>



	schedule and list of training requirements (for customized training). 4.7 Coordinate with client for the confirmed schedule, and advise to settle payment of training fee (at least 1 week before the training date).	None	5 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST <i>RCTS assigned Coordinator</i> TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST
5. Payment of training fee (depending on the training course) at the ITDI Cashier or deposit to ITDI Training Bank Account (Landbank - Account Name: ITDI Training, Account Number: 1822-1028-63, Branch: Landbank Bicutan).	5.1 Issue Official Receipt (OR).	None	5 Minutes	<i>Cashier Section, Administrative Division and RCTS assigned Coordinator</i> TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST
	5.2 Photocopy OR for RCTS file; or acknowledge and print a copy of deposit slip sent by the client via email for ITDI Cashier Section and RCTS file.	None	2 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST



	5.3 Prepare a Statement of account (SOA) (as needed by some clients).	None	37 Minutes	<i>Finance Management Division-Accounting Section</i>
	5.4 Send copy of Statement of Account to client thru email.	None	3 Minutes	<i>2nd Floor, Metrology Building, ITDI-DOST RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
6. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	6. Provide customer feedback form, and received accomplished form	None	3 Minutes	<i>RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
TOTAL:		None	1 Hour and 15 Minutes (for Regular Training) 1 Day, 5 Hours and 32 Minutes (for Customized Training)	



9. Processing of Requests for Training from DOST Regional Offices

DOST-ITDI is a consistent partner of DOST-Regional Offices in providing capability enhancement skills training to clients across regions of the country. This is part of ITDI's mandate, to transfer generated technologies on various fields of expertise thru training to benefit MSMEs, government, LGUs, academe, associations, NGOs, and the general public for industrial applications and creation of livelihood opportunities.

Office or Division:	Technological Services Division (TSD) – Regional Cooperation and Training Section (RCTS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request specifying training course (1 original copy)		To be provided by the requesting party		
2) Confirmation letter, training requirements, module, schedule of activities, and training fee (if applicable) (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
3) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.		
4) Official Receipt (OR) (1 original copy and 1 photocopy) or 5) Deposit Slip (if applicable) (2 photocopies)		ITDI/ /Cashier Section, Administrative Division/2 nd Floor, Metrology Building or Requesting party		
6) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send letter of request thru email accounts of TSD-ITDI (tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph) or snail mail.	1.1 Check email accounts and forward to Office of the Chief – TSD / Receive letter of request from Office of the Director, and Record the request in TSD logbook and forward to Office of the Director (for request thru email).	None	5 Minutes	<i>Designated Officer of the Day/RCTS Staff</i> TSD, 2nd Floor, Metrology Building, ITDI-DOST <i>Science Aide</i> TSD-Office of the Chief TSD, 2nd Floor, Metrology Building, ITDI-DOST
	1.2 Record request in OD logbook and attach routing slip, reference number, and forward to the Director.	None	5 Minutes	<i>Secretary</i> Office of the Director 1st Floor, Metrology Building, ITDI-DOST
	1.3 Approval and refer to TSD for appropriate action.	None	5 Minutes	<i>Director</i> Office of the Director 1st Floor, Metrology Building, ITDI-DOST
	1.4 Receive request and attach TSD routing slip, indicate TSD reference number, record in logbook, and forward to TSD Chief for approval and referral to RCTS.	None	5 Minutes	<i>Science Aide and Division Chief</i> TSD-Office of the Chief TSD, 2nd Floor, Metrology Building, ITDI-DOST



	1.5 Refer to concerned RCTS coordinator.	None	2 Minutes	<i>Section Head TSD-RCTS</i> 2 nd Floor, Metrology Building, ITDI-DOST
	1.6 Coordinate with concerned division and provide request letter.	None	5 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	1.7 Coordinate with the client thru email or phone to determine details of the requested training, and training requirements.	None	5 Minutes (paused-clock)	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
2. Send details of the request, available equipment/machines, raw materials.	2.1 Receive and forward to concerned Division/trainer	None	5 Minutes (paused-clock)	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Approval of request and assignment of trainer.	None	1 Day	<i>Concerned Division Chief</i> R&D/ATS
	2.3 Prepare and send signed letter of reply, schedule of activities and training	None	4 Hours	<i>RCTS assigned Coordinator</i> TSD-RCTS



	requirements (supplies and raw materials, equipment needed, laptop, LCD, and fees, if applicable).			RCTS and Concerned Researcher/ Trainer Research and Development (R&D)/Administrative and Technical Services (ATS)
3. Send confirmation on the training schedule.	3. Check email of client for the confirmation and coordinate with concerned trainer.	None	5 Minutes	<i>RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
4. Payment of training fee (if applicable) at the ITDI Cashier or deposit to ITDI Training Bank Account (Landbank - Account Name: ITDI Training, Account Number: 1822-1028-63, Branch: Landbank Bicutan).	4.1 Issue Official Receipt (OR).	None	5 Minutes	<i>Cashier Section Administrative Division and RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>
	4.2 Photocopy OR for RCTS file; or acknowledge and print a copy of deposit slip sent by the client via email for ITDI Cashier Section and RCTS file.	None	5 Minutes	<i>RCTS assigned Coordinator TSD-RCTS 2nd Floor, Metrology Building, ITDI-DOST</i>



	4.3 Prepare a Statement of account (SOA) (as needed by some clients).	None	37 Minutes	<i>Finance Management Division-Accounting Section</i> 2 nd Floor, Metrology Building, ITDI-DOST
	4.4 Send copy of SOA to client thru email.	None	2 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
5. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	5. Provide customer feedback form, and received accomplished form	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	1 Day, 5 Hours and 34 Minutes	



10. Processing of Requests for Technical Assistance

DOST-ITDI offers technical assistance on technology/training needs assessment (TNA), site assessment, consultancy services, and request for expert/resource person within various fields of expertise of the Institute for product and process improvement of MSMEs, establishment of facilities, awareness seminar and the like. These services can be requested by different sectors from regions of the country.

Office or Division:	Technological Services Division (TSD) – Regional Cooperation and Training Section (RCTS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request specifying training course (1 original copy)		To be provided by the requesting party		
2) Confirmation letter, and activity requirements (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
3) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/Technological Services Division/Regional Cooperation and Training Section/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send letter request thru email or snail mail (tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph).	1.1 Check email accounts of TSD-ITDI (tsd@itdi.dost.gov.ph and tsd_training@itdi.dost.gov.ph forward to Office of the Chief - TSD)/ receive letter request (snail mail) from Office of the Director, and record the request in TSD logbook and forward to Office of the Director (for request via email).	None	5 Minutes	<i>Designated Officer of the Day/RCTS Staff</i> TSD, 2 nd Floor, Metrology Building, ITDI-DOST <i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Record request in OD logbook and attach routing slip, reference number, and forward to the Director.	None	5 Minutes	<i>Secretary</i> Office of the Director, 1 st Floor, Metrology Building, ITDI-DOST
	1.3 Approval and refer to TSD for appropriate action.	None	5 Minutes	<i>Director</i> Office of the Director, 1 st Floor, Metrology Building, ITDI-DOST
	1.4 Receive request and attach TSD routing slip, indicate TSD reference number, record in logbook, and forward to TSD Chief for approval and referral to RCTS.	None	5 Minutes	<i>Science Aide and Division Chief</i> TSD-Office of the Chief, 2 nd Floor, Metrology Building, ITDI-DOST
	1.5 Refer to concerned RCTS Coordinator.	None	2 Minutes	<i>Section Head</i> TSD-RCTS



	1.6 Coordinate with the client thru email or phone on the details of the request.	None	5 Minutes	2 nd Floor, Metrology Building, ITDI-DOST <i>RCTS assigned Coordinator</i> TSD-RCTS
	1.7 Coordinate with concerned Division and provide letter of request.	None	5 Minutes (paused-clock)	2 nd Floor, Metrology Building, ITDI-DOST <i>RCTS assigned Coordinator</i> TSD-RCTS
	1.8 Approval of Division concerned and set schedule for the conduct of requested activity.	None	1 Day	2 nd Floor, Metrology Building, ITDI-DOST
	1.9 Coordinate with the client on the schedule and requirements.	None	5 Minutes	<i>Concerned Division Chief and Expert/ Researcher/Staff</i> Research and Development (R&D)/ Administrative and Technical Services (ATS) <i>RCTS assigned Coordinator</i> TSD-RCTS
2. Send confirmation on the schedule.	2.1 Check email and coordinate with concerned Division/expert.	None	7 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS



				2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Prepare and send signed letter of confirmation and requirements (travelling expenses).	None	1 Hour	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
3. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2)	3. Provide customer feedback form, and received accomplished form	None	3 Minutes	<i>RCTS assigned Coordinator</i> TSD-RCTS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	1 Day, 1 Hour and 47 Minutes	



11. Processing of Standard Inquiries

In accordance with the Anti-Red Tape Act of 2007, Ease of Doing Business of 2018 and Data Privacy Act of 2012, DOST-ITDI accepts and processes inquiries for technologies, technical services and technical assistance from clients, stakeholders, and the general public. These services can be requested by different sectors from regions of the country.

Office or Division:	Technological Services Division (TSD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request specifying the inquiry (1 original copy)		To be provided by the requesting party		
2) Customer Satisfaction Survey form, (QMS-TSD-F2) (1 original copy)		ITDI/TSD/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send inquiries through letter, phone, fax, and electronic mail; or personal visit/walk-in	1. Check email account and forward letter of inquiry to Office of the Chief – TSD, or to other concerned ITDI Divisions For personal visit/walk-in,	None	30 Minutes	<i>FOI Focal Person</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI



	interview client to determine specific need for services			
2. Request electronic/machine copies of data/information	2. Process the request and provide photocopy/electronic copy of the information requested	None	10 Minutes	<i>FOI Focal Person</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
3. Accomplish Customer Satisfaction Survey form, (QMS-TSD-F2)	3. Provide customer feedback form, and receive accomplished form.	None	5 Minutes	<i>FOI Focal Person</i> TSD, 2 nd Floor, Metrology Building, DOST-ITDI
TOTAL:		None	45 Minutes	



12. Processing of Study Tour

Study tour is one of the services being offered by DOST-ITDI to all clients particularly the academe and other private sectors to witness and familiarize with the various laboratories and facilities under R&D and Technical Services divisions.

Office or Division:	Technological Services Division (TSD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request for study tour of ITDI Facilities at least one (1) month prior to the intended schedule (1 original copy)		To be provided by the requesting party		
2) Customer Satisfaction Survey form, (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter of request thru email or fax	1.1 Receive and acknowledge letter of request (same day)	None	15 Minutes	SRS I, IDS 2 nd Floor, Metrology Building, DOST-ITDI
	1.2 Coordinate with the facility/laboratory to be visited; discuss schedule, requirements, and	None	1 Day (paused-clock)	SRS I, IDS 2 nd Floor, Metrology Building, DOST-ITDI



	other details; seek approval			
	1.3 Notify client of approval	None	15 Minutes	<i>SRS I, IDS</i> 2 nd Floor, Metrology Building, DOST-ITDI
	1.4 Prepare labs/facilities/personnel for the visit	None	1 Day (paused-clock)	<i>SRS I, IDS</i> Facility to be visited
2. Register upon arrival	2.1 Provide registration logbook/attendance sheet	None	5 Minutes	<i>SRS I, IDS</i> Facility to be visited
	2.2 Conduct the study tour of facilities		2 Hours	<i>Technical Expert</i> Facility to be visited
3. Accomplish Customer Satisfaction Survey form, (QMS-TSD-F2)	3. Provide customer feedback form, and receive accomplished form.	None	15 Minutes	<i>SRS I, IDS</i> Facility/laboratory to be visited
TOTAL:			2 Days, 2 Hours and 50 Minutes	



13. Technical Assistance

Any assistance/services being provided to customers/clients (i.e., individuals, industry/business sectors, academe, non-government organizations, other government institutions/agencies) covered by a Memorandum of Agreement (MOA).

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business G2G – Government to Government			
Who may avail:	Private, SUCs, NGOs, other government agencies who needs technical assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request for technical assistance (1 original copy)		To be provided by the client		
2) Technology Needs Assessment (TNA) Report (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.		
3) Memorandum of agreement (MOA) (4 original copies)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
4) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.		
5) Official Receipt (OR) (1 original copy and 1 photocopy)		ITDI/Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg.		
6) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request for technical	1.1 Receive request from the client, and assign BDS to	None	5 Minutes	<i>Science Aide and Division Chief</i>



assistance addressed to the ITDI Director.	assist the client to the assistance being requested.			TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Assign a BDS staff to handle the request, and reply the request of client and set a meeting to define the extent of the assistance needed.	None	10 Minutes	<i>Section Head and BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Attend consultation meeting with the TSD-BDS.	2. Conduct a consultation meeting with client. Orientation of possible technology assistance to be rendered.	None	1 Hour	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Confirm the date of the Technology Needs Assessment (TNA).	3. Follow up client for the schedule of TNA.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
4. Assist the ITDI Team in the TNA.	4.1 Conduct a Technology Needs Assessment for the client at site.	None	4 Hours (maximum)	<i>Researcher from concerned Division, BDS coordinator, RCTS Regional Coordinator</i>
	4.2 Provide recommendations on the technology suited for the needs of the company, provide next steps.	None	(during TNA)	<i>Researcher from concerned Division</i>



	4.3 Send draft Memorandum of Agreement (MOA) to client for review.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
5. Review and provide comments on the draft MOA.	5. Incorporate the comments, if any, of the client in the MOA. Send out the finalized MOA to the client via email.	None	2 Days (Return to BDS if there are clarifications)	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
6. Sign the contract.	6.1 Send out the MOA to the PSTC and/or DOST Regional Office for the officer's signature.	None	5 Days	<i>BDS Division Coordinator</i> <i>Officers to sign:</i> <i>PSTC Director</i> <i>DOST Regional Director</i> <i>ITDI Director</i> <i>Division Chief</i> <i>Witness</i>
	6.2 Notarization of MOA.	None	1 Hour	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	6.3 Provide client with the finalized MOA.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS



				2 nd Floor, Metrology Building, ITDI-DOST
7. Pay technology assistance fee, if provided in the contract. Pay through the ITDI Cashier's Office. Make sure to secure Official Receipt that will be issued upon payment.	7.1 Prepare the MOA for the FMD-Accounting Section.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	7.2 Prepare a Statement of account.	None (depends on the extent of the assistance)	37 Minutes	<i>Finance Management Division-Accounting Section</i> 2 nd Floor, Metrology Building, ITDI-DOST
	7.3 Issue Official Receipt (OR).	None	5 Minutes	<i>Cashier Section, Administrative Division</i> 2 nd Floor, Metrology Building, ITDI-DOST
8. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2).	8. Provide customer feedback form, and receive accomplished form.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	7 Days, 7 Hours and 22 Minutes	



14. Technology Adoption

Technology Transfer “refers to the process by which one party systematically transfers to another party the knowledge for the manufacture of a product, the application of a process, or rendering of a service, which may involve the transfer, assignment or licensing of IPRs.” (RA 10055, The Technology Transfer Act of 2009). One of the modes of Technology Transfer is through technology adoption which can be obtained through technology licensing.

The Technological Services Division (TSD) serves as the Technology Transfer and Business Development Office (TTBDO) of the Institute which efficiently managed transactions on licensing of Intellectual Properties to ensure that the technologies generated by the government are fully utilized by and for the Filipino people.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business G2G – Government to Government	
Who may avail:	Interested adopters from the private, SUCs, NGOs, and other government agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (LOI) (1 original copy)		To be provided by the client
2) Letter of reply (1 original copy 1 photocopy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.
3) Non-disclosure Agreement (NDA) (1 original copy)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.
4) For technology transfer (1 set)		To be provided by the client



• Company profile (1 photocopy) • Company SEC registration (1 photocopy) • CDA for cooperatives (1 photocopy) • Three-year financial statement (1 photocopy) • Business plan (1 photocopy)				
5) Due diligence report (1 original copy and 1 photocopy)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
6) Technology Licensing Agreement (TLA) or Memorandum of Agreement (MOA) (4 original copies)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
7) Fairness Opinion Report (FOR) (1 original copy and 1 photocopy)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
8) Statement of Account (1 original copy and 1 photocopy)		ITDI/Finance Management Division/Accounting Section/2 nd Floor, Metrology Bldg.		
9) Official Receipt (OR) (1 original copy and 1 photocopy)		ITDI/Administrative Division/Cashier Section/2 nd Floor, Metrology Bldg.		
10) Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/BDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of intent (LOI) addressed to the Director signifying his interest to adopt ITDI	1.1 Receive request from the client, and assign the BDS to assist the client in the technology	None	5 Minutes	Science Aide and Division Chief TSD-Office of the Chief



technology / technologies.	adoption being requested.			2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Assign a BDS staff to coordinate with client.	None	2 Minutes	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	1.3 Reply the request of client and set a meeting to orient them about the technology transfer process.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Attend consultation meeting with TSD-BDS	2. Conduct consultation meeting with client and discuss the technology transfer mechanisms and other related info/documents; and confirmation from client on the decision to adopt.	None	1 Hour	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Submit documentary requirements to TSD-BDS.	3.1 Check if documents submitted are complete.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	3.2 Prepare Due Diligence Report.	None	1 Day	<i>BDS Coordinator</i> TSD-BDS



	3.3 Draft Technology Licensing Agreement (TLA)/ Memorandum of Agreement (MOA).	None	2 Hours	2 nd Floor, Metrology Building, ITDI-DOST <i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
4. Review draft of agreement. Give comments and suggestions e.g. in the terms and conditions, obligations, payment terms.	4. Follow-up and receive comments and suggestions from concerned parties.	None	2 Days	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
5. Wait for the Fairness Opinion Report (FOR) to be issued by the DOST Secretary through the assistance of the Fairness Opinion Board (FOB).	5. Endorse the transaction and documentary requirements to the Regional Office for the convening of Fairness Opinion Board (FOB). If the transaction is FAIR, proceed with the technology transfer:	None	33 Days	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
6. Concurrence to the stipulations of the MOA or TLA.	6. Finalization of the MOA/TLA.	None	4 Hours	<i>BDS Coordinator</i> TSD-BDS



				2 nd Floor, Metrology Building, ITDI-DOST
7. Sign agreement.	7.1 Send out MOA to the PSTC and/or DOST Regional Office for the officer's signature.	None	5 Days	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST Officers to sign: PSTC Director, DOST Regional Director, ITDI Director, Division Chief
	7.2 Notarization of MOA.	None	1 Hour	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
8. Pay technology fee if provided in the contract. Pay through the ITDI Cashier's office. Make sure to secure Official Receipt that will be issued upon payment.	8.1 Photocopy the MOA for the FMD-Accounting Section.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	8.2 Prepare a Statement of account.	Please refer to Annex A	37 Minutes	<i>Finance Management</i> <i>Division-Accounting</i> Section



	8.3 Issue Official Receipt (OR).	None	5 Minutes	2 nd Floor, Metrology Building, ITDI-DOST <i>Cashier Section, Administrative Division</i> 2 nd Floor, Metrology Building, ITDI-DOST
9. Fill-out Customer Satisfaction Survey Form (QMS-TSD-F2).	9. Provide customer feedback form, and receive accomplished form.	None	5 Minutes	<i>BDS Coordinator</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		Please refer to Annex B	42 Days, 1 Hour and 14 Minutes	

Technology Adoption is covered under DOST MC No. 002 s. 2019

* If the transaction is NOT FAIR, ITDI Technology Transfer and Business Development Office (TTBDO), Director and Researchers will deliberate if transaction with the potential adopter will push through or not.



DEPARTMENT OF SCIENCE AND TECHNOLOGY
**INDUSTRIAL TECHNOLOGY
DEVELOPMENT INSTITUTE**



ITDI TRAINING COURSES 2021

WEBINAR

Online lecture only
without hands-on/
workshop

BLENDED LEARNING

Online lecture
and/or workshop
with face-to-face hands-on and/
or workshop at DOST-ITDI

ONLINE TRAINING

Online lecture with
hands-on/ workshop

REGISTRATION

- Scan QR code or go to the link below to fill out registration form and choose your desired training/s:
<https://bit.ly/ITDITrainings2021>
- “First-Come, First-Serve” basis
- Please settle your payment immediately to confirm your slot
- Your slot shall be confirmed once payment is validated
- ITDI reserves the right to cancel any of its training programs due to unforeseen circumstances



PAYMENT

Bank deposit or fund transfer
(LBP and UnionBank only)

Account Name: ITDI Training

Account No.: 1822-1028-63

Branch: Bicutan DOST



For inquiries, please write or call:

TECHNOLOGICAL SERVICES DIVISION
Industrial Technology
Development Institute
DOST Complex, Bicutan, Taguig City
(1631) Philippines
DOST Trunkline +632 8837.2071 to 82 ext.
2269 / 2270
FAX No: +632 8837.6156
URL: www.itdi.dost.gov.ph
EMAIL: tsd_training@itdi.dost.gov.ph
Facebook Page: DOST ITDI Updates

APR
27**Introduction to Sensory Evaluation***Basic information in undertaking sensory evaluation of food products***P500.00**AUG
17**Product and Process Development***Basic information and practical knowledge on product and process development***P500.00**SEP
7**Introduction to Food Additives***Basic knowledge on food additives, use and applications development***P500.00**OCT
5**Safety and Regulations of Food Additives***Basic knowledge on the safe use and regulations from the Codex and Philippine perspective***P500.00**

BLENDING LEARNING

JUN
14-15**CALIBRATION OF ELECTRONIC NAWI: LABORATORY SCALES***Basic skills in performing basic procedures in calibrating single range, electronic non-automatic weighing instruments in accordance with EURAMET cg-18: Guidelines on the calibration of Non-Automatic Weighing Instruments***P2,800.00**JUN
22-23**PRESSURE METROLOGY AND CALIBRATION OF PRESSURE GAUGES***Basic knowledge and skills in the measurements and calibration of pressure measuring instruments***P3,700.00**JUN
29-30**CALIBRATION OF VOLUMETRIC WARES ISO 4787:2010***Basic knowledge and skills in the measurement and calibration of wares***P3,500.00**AUG
4-5**CALIBRATION OF pH METERS***Basic knowledge and skills in the calibration and maintenance of pH meters***P3,300.00**SEP
1-2**CALIBRATION OF DIGITAL MULTIMETERS***Basic knowledge and skills in the calibration of digital multimeters***P3,000.00**SEP
7-8**CALIBRATION OF WEIGHTS BASED ON OIML R 111***Basic knowledge and skills on the calibration of OIML Weights in accordance with OIML Recommendation 111-1***P3,300.00**SEP
23-24**CALIBRATION OF LIQUID-IN-GLASS AND DIGITAL THERMOMETERS***Basic knowledge and skills in the area of temperature***P3,500.00**SEP 28-
OCT 01**HUMIDITY MEASUREMENT***Basic knowledge and skills in temperature and humidity metrology***P4,900.00**OCT
13-15**CALIBRATION OF VOLUMETRIC INSTRUMENTS (PISTON-OPERATED PIPETTES) BASED ON ISO 8655***Basic knowledge and skills on the calibration of piston-operated pipettes***P5,500.00****Internal Quality Audit for ISO/IEC 17025:2017***Knowledge and skills required to perform an internal quality audit of a laboratory quality management system (LQMS) based on ISO/IEC 17025:2017***P1,300.00**MAY
24-26**Introductory Course on Validation of Chemical Methods of Analysis***Knowledge and guidance in conducting validation of chemical methods of analysis***P1,200.00**AUG
11-13**Waste Analysis and Characterization Study (WACS)***Analysis and characterization of wastes as well as preparation of WACS Plan***P500.00**BY
REQUEST

ONLINE TRAINING

Inspired by Technology, Driven by Innovation

LIST OF TECHNOLOGIES FOR ADOPTION

		TECHNOLOGY
1	Chemicals and Energy Division	Salt Iodization Machine
2		Salt Washer Machine
3		Salt Spin Dryer
4		Gourmet Salts
5		Dietary Fiber using Calamansi Waste
6		Slimming agent in a fat burner cream
7		MOSYMU
8		Improved Charcoal Carbonizer
9		Natural Based Analgesic Balm
10		Power Back-up System for Small and Large Equipment
11		Natural Mosquito Repellent Lotion
12	Environment and Biotechnology Division	Dual Drum Composter equipment for solid waste management
13		Colorant from <i>Monascus purpureus</i>
14		Household Tumbling Composter
15		Styro-Plastic Densifier
16		Bioreactor
17		Biogas Digester
18	Food Processing Division	RTE chicken egg
19		Beef-filled suman
20		RTD Tablea
21		Mungbean coconut drink
22		Natural colorants
23		Fabrication of biomass fired-steam kettle for the production of concentrated coconut water as intermediate material to coconut beverage
24		Rice Milk Shake or CRM Beverage
25		Cacao Bean Roaster
26		Cacao Desheller/Winnower
27		Cacao Grinder
28		Cacao Tablea Chocolate Liquor in a Bar
29		Vacuum Frying Technology
30		Drum dried mango
31		Freeze Drying Technology
32		Spray drying technology for food application
33		Alternative Sugar from Nipa sap
34		Thermal Processing using DOST developed water retort
35		Isotonic Beverage
36		Acetator Kit, Wine Kit and Ebulliometer
37	Material Science Division	Modified Nano Ceramic Filter
38		Bio-based FibroScaffolds
39		Nanozeolite Monoliths for Gas Adsorption
40		Natural Fiber Thermoplastic Composite
41		Modular Rainwater Collection System
42		Nanozeolite
43		Abaca fiber composite
44		Nanoclay from local bentonite ore
45		Biodegradable Polymer
46		Nano precipitated calcium carbonate

47	Packaging Technology Division	Collapsible Toilet Bowl for Emergency/Disaster Operation
48		RTE Chicken Arroz Caldo
49		RTE Cassava in Syrup
50		RTE Sweet Potato
51		RTE Smoked Fish Rice Meal
52	Standards and Testing Division	Halal Cosmetics and Toiletries



Internal Services

1. CADD (Computer Aided Design & Drafting) Drawings for ITDI Technologies

The institute recognizes that accurate documentation is a vital component for efficient and effective knowledge management and technology transfer. CADD drawing is an ESS service provided to ITDI R&D divisions to assist researchers/ experts in documenting designs they have developed for parts/components, equipment assembly, and facilities (plant layout).

Any modification/ revision to the original request after completion of the CADD Drawing shall be considered as a new service request.

Office or Division:	Technological Services Division (TSD) – Engineering Services Section (ESS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Any ITDI employee-researcher			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) ESS Job Request Form (1 original copy)		Office of the Chief of Requesting Party's Division, or ITDI/Technological Services Division, Engineering Services Section/2 nd Floor, Metrology Bldg.		
2) Initial/Draft drawing with complete specifications, i.e., dimensions, technical description (1 copy)		To be provided by the requesting party		
3) CADD drawing (printed or e-copy)		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.		
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit a filled out ESS Job Request Form, attached with initial drawings and complete specifications.	1.1 Receive the required documents and check for completeness.	None	20 Minutes (paused clock)	<i>Science Research Analyst (Job Request Database Manager) TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.2 Approval of request.	None	5 Minutes (paused clock)	<i>ESS Section Head and TSD Division Chief TSD, 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.3 Assign the ESS staff for the job request.	None	5 Minutes (paused clock)	<i>SR Analyst or Section Head TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.4 Prepare the CADD Drawing.	None	18 Days	<i>Sr SRS, SRT IV, SRSII, SR Analyst or SR Assistant TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
2. Acknowledge receipt of the CADD drawing (printed or e-copy).	2.1 Provide the requesting party with a print or electronic copy (based on client request).	None	20 Minutes	<i>Sr SRS, SRT IV, SRSII, SR Analyst or SR Assistant TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
3. Fill-out the Internal Customer Satisfaction	3.1 Request requesting party to fill-out the Internal	None	10 Minutes	<i>SR Analyst</i>



Survey Form (QMS-TSD-F2).	Customer Satisfaction Survey Form, and receive duly accomplished form.			(Job Request Database Manager) TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	18 Days and 1 Hour	



2. Computation of Technology Fees (Development Cost and Technology Fee)

The computation for the technology fees which is based on the Development Cost* of the technology is an internal service provided by the Technological Services Division (TSD) to the R&D Divisions of ITDI. It is a simple approach in identifying the technology fees for ITDI generated technologies which are identified to have potential commercialization.

**Development cost* is the total amount of resources used in the development of a technology. It includes all financial (project budget allocation), human (actual man-Hours spent) and capital/ physical resources (space, utilities, equipment, raw materials), expressed in monetary terms.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All Divisions of ITDI			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request to TSD Chief (1 original copy)		To be provided by the requesting party		
2) Secondary data and interview		To be provided by the requesting party		
3) Computed technology fee and development cost (e-copy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.		
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit letter of request to TSD for computation of Development Cost and Technology Fee through letter of request or e-mail.	1.1 Receive request from the division concerned.	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Assign the Business Development Section (BDS) to compute for the Development Cost and Technology Fee.	None	5 Minutes	<i>Division Chief</i> , TSD- Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.3 Assign a BDS staff to conduct the computation of the development cost and the technology fee.	None	5 Minutes	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	1.4 Inform requesting party for the lead time of the request.	None	5 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Provide necessary information to TSD with regards to the data needed for the computation of development cost and technology fee.	2.1 Gather secondary data and conduct an interview with the researchers involved in the project where the technology (development) cost will be derived.	None	2 Days	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST



	2.2 Compute for the development cost of the technology based on the data gathered, interview, and market research.	None	2 Days	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	2.3 Peer-to-peer evaluation of the computed Development Cost and decide on the appropriate technology fee based on the computed development cost.	None	1 Day	<i>BDS Valuation Team and Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST BDS staff tasked to evaluate his/her colleagues computation and Sup. SRS
	2.4 Discuss the computed technology fee and development cost to the concerned researcher for the latter's approval.	None	1 Day	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST and Concerned Researcher
	2.5 Final approval of the computed technology fee after the concurrence of the concerned researcher.	None	1 Day	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Wait for the issuance of the computation of	3. Issue approved profitability to the requesting party.	None	5 Minutes	<i>BDS Valuation Team</i> TSD-BDS



development cost and technology fee of the technology.				2 nd Floor, Metrology Building, ITDI-DOST
4. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2)	4. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	7 Days and 35 Minutes	



3. Computation of Tech Services Fees (LIB Preparation)

Technical Services include testing and analytical service, use of facilities and equipment, product/process development and improvement, design/fabrication of equipment and facilities, consultancy, and specialized training. The Technological Services Division (TSD) through the Business Development Section (BDS) provides internal support to all ITDI divisions by providing services such as computation fees in order to guide the divisions on the proper identification of tech fees.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All ITDI Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of request to TSD Chief (1 original copy)		To be provided by the requesting party		
2) Secondary data (hard or soft copy)		To be provided by the requesting party		
3) Data/information thru Interview (if necessary)		To be provided by the requesting party		
4) Computed LIB (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.		
5) Internal Customer Satisfaction Survey Form (QMS- TSD-F2) (1 original copy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to TSD for computation of tech services fees thru letter or e-mail.	1.1 Receive request from the concerned division.	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST



	1.2 Assign the Business Development Section (BDS) to compute for the tech service fee being requested.	None	5 Minutes	<i>Division Chief, TSD-Office of the Chief</i> 2 nd Floor, Metrology Building, ITDI-DOST
	1.3 Assign a BDS staff to compute for the said tech service fee.	None	5 Minutes	<i>Section Head TSD-BDS</i> 2 nd Floor, Metrology Building, ITDI-DOST
	1.4 Inform requesting party for the lead time of request.	None	5 Minutes	<i>BDS Valuation Team TSD-BDS</i> 2 nd Floor, Metrology Building, ITDI-DOST
2. Provide necessary information to BDS staff with regard to the data needed for the computation of fees.	2.1 Gather secondary data and conduct an interview (if necessary) with the researchers involved in the project where the tech service was derived.	None	1 Day	<i>BDS Valuation Team TSD-BDS</i> 2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Compute for the tech service fee based on the data and interview gathered from the researcher from the concerned division.	None	1 Day	<i>BDS Valuation Team TSD-BDS</i> 2 nd Floor, Metrology Building, ITDI-DOST



	2.3 Review and approval of the computed LIB.	None	2 Hours	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Claim the approved tech service fee.	3.1 Issue the approved LIB to the requesting party.	None	5 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
4. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2).	4.1 Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	2 Days, 2 Hours, and 35 Minutes	



4. Desktop Publishing (DTP)

TSD-IDS offers desktop publishing service in creation of documents, print publications, and various forms of online content using [page layout software](#). ITDI's Divisions may avail of this service.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of request specifying type of print material to be published (1 original copy)		To be provided by the requesting division
2) Digital, high-resolution copy of photographs and other materials, if needed		To be provided by the requesting division
3) Documents, print publications, and various forms of online content using page layout software for client (AR-1 hard copy; Tech-Bulletin-1 hard copy)		ITDI/Technological Services Division/Information Documentation Section/ 2 nd Floor, Metrology Bldg.
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit request for DTP either through letter or email.	1.1 Receive request; and discuss details of request.	None	1 Hour	<i>Creative Arts Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Work on DTP request; and forward draft of material to client.	None	3 Days	<i>Creative Arts Specialist II and SRS II</i> TSD-IDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Receive draft of material for approval/ production.	2. If no further instructions received from client after three Days, material is considered good for production.	None	3 Days	<i>SRS II</i> TSD-IDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Fill-out the Internal Customer Satisfaction	3. Request requesting party to fill-out the Internal Customer Satisfaction	None	10 Minutes	<i>SRS II</i> TSD-IDS



Survey Form (QMS-TSD-F2).	Survey Form, and receive accomplished form.			2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	6 Days, 1 Hour and 10 Minutes	



5. Fabrication/Machining of Parts/Components for R&D/Prototyping, Technology Transfer or Parts Replacement

TSD-ESS assists in the fabrication/machining of parts/components that may be required for the conduct of R&D/prototyping, technology transfer or parts replacement that are within the capability of the ESS workshop resources (manpower and facility).

Office or Division:	Technological Services Division (TSD) – Engineering Services Section (ESS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Any ITDI employee-researcher			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) ESS Job Request Form (1 original copy)		Office of the Chief of Requesting Party's Division, or ITDI/Technological Services Division, Engineering Services Section/2 nd Floor, Metrology Bldg.		
2) Part drawing with complete specifications i.e., dimensions, technical description, and/or description (1 copy)		To be provided by the requesting party		
3) Fabricated part/component		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.		
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy for assigned staff)		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit a filled out ESS Job Request Form, attached with drawings, specifications/ description and materials required.	1.1 Receive the required documents. Check completeness of requirements (i.e., description and materials) and availability of facility (ESS equipment and manpower).	None	40 Minutes (paused clock)	<i>SR Analyst (Job Request Database Manager) TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.2 Approval of request.	None	5 Minutes (paused clock)	<i>ESS Section Head and TSD Division Chief, TSD 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.3 Assign the ESS staff for the job request.	None	5 Minutes (paused clock)	<i>SR Analyst or Section Head TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.4 Fabricate/ machine the part or component required.	None	18 Days	<i>SRT IV, SR Analyst or SR Assistant TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>
2. Acknowledge receipt of the fabricated part/ component.	2. Forward the fabricated part/ component to the requesting party.	None	30 Minutes	<i>SRT IV, SR Analyst or SR Assistant TSD-ESS 2nd Floor, Metrology Building, ITDI-DOST</i>



3. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2).	3. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive duly accomplished form.	None	10 Minutes	<i>SR Analyst (Job Request Database Manager)</i> TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	18 Days, 1 Hour and 30 Minutes	



6. Intellectual Property (IP) Application

Intellectual Property are a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc¹. The DOST-ITDI recognizes the relevance of filing for Intellectual Property Rights Protection to secure the works or inventions of its researchers from infringement or inventions without proper legal authorization from the technology developers. Through the assistance of the program titled “*Support to the Commercialization of 500 DOST- Generated Technologies: Strengthening the Intellectual Property and Technology Portfolios of the DOST*” of the Technology Application and Promotion Institute (DOST-TAPI), DOST has generated sixty-two (62) granted IPRs as of 2019.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter/E-mail of request to TSD Chief (1 original copy)		To be provided by the requesting party
2) DOST-TAPI disclosure form, properly and completely accomplished and signed by all inventors/makers (1 original copy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.
3) Utility/Invention Application Form properly accomplished (1 original copy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.
4) Terminal Report (1 photocopy copy)		ITDI/Planning and Management Information Systems Division/2 nd Floor, Metrology Bldg.
5) Endorsement Letter to TAPI, signed by DOST-ITDI Director (cleared by TSD Chief and Chief of the R&D division concerned) (1 original copy and 1 photocopy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.
6) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to TSD Chief for assistance on IPR Application thru letter or e-mail.	1.1 Receive request from the division concerned.	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Assign BDS to assist the client in the technology adoption being requested.	None	5 Minutes	<i>Division Chief, TSD-</i> Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST
	1.3 Assign a BDS staff to coordinate with client.	None	5 Minutes	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	1.4 Provide the division concerned with templates on the requirement to be submitted.	None	5 Minutes	<i>BDS IP Management Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Prepare and submit the following requirements to TSD- BDS. - TAPI disclosure Form (filled-out) - Invention/Utility Model/Trademark/Copyright	2.1 Receive requirements from clients.	None	5 Minutes	<i>BDS IP Management Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	2.2 Evaluate completeness of documents submitted.	None	15 Minutes	<i>BDS IP Management Team</i> TSD-BDS



				2 nd Floor, Metrology Building, ITDI-DOST
	2.3 If documents are complete, prepare endorsement letter to the DOST-Technology Application and Promotion Institute (TAPI).	None	5 Minutes	<i>BDS IP Management Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2)	3. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>BDS IP Management Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
4. Wait for the confirmation of DOST-TAPI with regard to the application	4. Follow up from TAPI the Conforme Letters to be issued to researchers, Authorization and Appointment of Agent (AAA) and Data Privacy Form.	None	5 Days	<i>BDS IP Management Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	5 Days and 55 Minutes	



7. Media Coverage of Event

IDS-TSD offers coverage service of an event organized/conducted by ITDI for the purpose of media [publicity](#). Events may center on a news announcement, an [anniversary](#), a [news conference](#), or other planned events. ITDI's Divisions may avail of this service.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of request specifying following (1 original copy): • Type of event to be covered by which group, e.g., IDS-TSD, media affiliates, and or DOST-STII • Type of coverage, e.g., video, still photo, write-up • Type of audience of event • Date of event		To be provided by the requesting Division
2) Copy of photos/videos for event coverage (1 soft copy)		ITDI/Technological Services Division/Information and Documentation Section/2 nd Floor, Metrology Bldg.
3) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit request for event coverage either through letter or email.	1.1 Receive request; and discuss details of request.	None	1 Hour	<i>Science Research Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
	1.2 Cover event; and provide copy of coverage two Days after event.	None	3 Days	<i>Science Research Specialist II</i> <i>Science Research Specialist I</i> <i>Science Research Analyst</i> <i>Science Research Assistant</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
2. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2).	2.1 Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>Science Research Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
TOTAL:		None	3 Days, 1 Hour and 10 Minutes	



8. Preventive or Corrective Maintenance of ITDI Facilities (Buildings or Equipment)

TSD-ESS assists the various ITDI divisions in conduct of preventive and/or corrective maintenance tasks of the institute's facility. Tasks within the capability of the ESS resources (manpower and facility) are addressed while tasks beyond the current ESS capability are assessed and recommended for outsourcing. Procurement of supplies/ materials or outsourcing of services is handled by the requesting party/division.

Office or Division:	Technological Services Division (TSD) – Engineering Services Section (ESS)	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Any ITDI employee-researcher	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) ESS Job Request Form (1 original copy)		Office of the Chief of Requesting Party's Division, or ITDI/Technological Services Division, Engineering Services Section/2 nd Floor, Metrology Bldg.
2) Report on findings and recommendations (1 original copy and 1 photocopy)		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.
3) Supplies and materials (based on evaluation)		To be provided by the requesting party
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD-ESS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a filled out ESS Job Request Form.	1.1 Receive the required documents and assess if within ESS capability.	None	40 Minutes (paused clock)	SR Analyst (Job Request Database Manager) TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Approval of request.	None	5 Minutes (paused clock)	ESS Section Head and TSD Division Chief, TSD 2 nd Floor, Metrology Bldg, ITDI-DOST
	1.3 Assign the ESS staff for the job request.	None	5 Minutes (paused clock)	SR Analyst or Section Head TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
	1.4 Visit and conduct assessment or preventive/corrective maintenance task.	None	10 Days	SRT IV, SRS II, SR Analyst or SR Assistant TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
2. Acknowledge receipt of the ESS report on findings and recommendations.	2. Forward findings and recommendations.	None	30 Minutes (paused clock)	SRT IV, SRS II, SR Analyst or SR Assistant TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST



3. Procure/provide ESS with the required materials.	3. Conduct preventive / corrective maintenance task.	None	5 Days	<i>SRT IV, SRSII, SR Analyst or SR Assistant</i> TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
4. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2)	4. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive duly accomplished form.	None	10 Minutes	<i>SR Analyst (Job Request Database Manager)</i> TSD-ESS 2 nd Floor, Metrology Building, ITDI-DOST
TOTAL:		None	15 Days, 1 Hour and 30 Minutes	



9. Profitability Analysis

A financial assessment taken from the enterprise/business point of view and evaluates and forecasts the sustainability of commercializing an ITDI technology. This service is provided to all divisions of ITDI with technologies that can be potentially commercialized and/or diffused through training, technology adoption and tech services.

Office or Division:	Technological Services Division (TSD) – Business Development Section (BDS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All ITDI Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter/E-mail of request to TSD Chief		To be provided by the requesting party		
2) Secondary data and interview (hard or soft copy)		To be provided by the requesting party		
3) Profitability Analysis (1 original copy and 1 photocopy)		ITDI/Technological Services Division/Business Development Section/2 nd Floor, Metrology Bldg.		
4) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD-BDS/2 nd Floor, Metrology Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to TSD for profitability analysis of a certain technology thru letter or e-mail.	1.1 Receive request from the division concerned.	None	5 Minutes	<i>Science Aide</i> TSD-Office of the Chief 2 nd Floor, Metrology Building, ITDI-DOST



	1.2 Assign Business Development Section (BDS) to compute for the profitability of the technology being requested.	None	5 Minutes	<i>Division Chief, TSD-Office of the Chief 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.3 Assign a BDS staff to perform profitability analysis.	None	5 Minutes	<i>Section Head TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
	1.4 Inform the requesting party for the lead time of the request.	None	5 Minutes	<i>BDS Valuation Team TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
2. Provide necessary information to TSD-BDS with regards to the data needed for the profitability analysis.	2.1 Gather secondary data and conduct an interview with the researchers involved in the project.	None	2 Days	<i>BDS Valuation Team TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
	2.2 Conduct market research to compare ITDI technology with the existing comparable technologies.	None	3 Days	<i>BDS Valuation Team TSD-BDS 2nd Floor, Metrology Building, ITDI-DOST</i>
	2.3 Compute for the profitability of the	None	3 Days	<i>BDS Valuation Team TSD-BDS</i>



	technology based on the data gathered, interview, and market research.			2 nd Floor, Metrology Building, ITDI-DOST Alternate staff (will come from the Valuation Team of BDS)
	2.4 Peer-to-peer evaluation of the profitability analysis.	None	1 Day	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	2.5 Review/ approval of the profitability analysis	None	1 Hour	<i>Section Head</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
	2.6 Discuss the profitability analysis to the researcher.	None	2 Hours	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
3. Wait for the issuance of the profitability analysis.	3. Issue approved profitability to the requesting party.	None	5 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST
4. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2)	4. Request requesting party to fill-out the Internal Customer Satisfaction Survey	None	10 Minutes	<i>BDS Valuation Team</i> TSD-BDS 2 nd Floor, Metrology Building, ITDI-DOST



	Form, and receive accomplished form.			
TOTAL:		None	9 Days, 3 Hours, and 35 Minutes	



10. Speech Writing

IDS-TSD offers the service of writing speeches, usually for delivery by executive officials of ITDI during local and other events. ITDI's Divisions may avail of this service.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of request specifying following (1 original copy): • Type of speech to be written, e.g., Welcome Remarks, Opening/ Closing Remarks, Message, Keynote Speech, Introduction of Guest/Keynote Speaker • Type of audience of event where speech will be delivered • Date of event		To be provided by the requesting division
2) Written speech/es for client (1 hard copy)		ITDI/Technological Services Division/Information and Documentation Section/2 nd Floor, Metrology Bldg.
3) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit request for written speech either through letter or Email.	1.1 Receive request; and discuss details of request.	None	1 Hour	Section Head TSD-IDS 2 nd Floor, Metrology Building, ITDI-DOST
	1.2 Work on speech request; and forward draft to client.	None	3 Days	Senior Science Research Specialist or Science Research Specialist II TSD-IDS 2 nd Floor, Metrology Building, ITDI-DOST
2. Receive draft of speech for approval/printing.	2. If no further instructions received from client after three Days, speech material is considered approved.	None	3 Days	Senior Science Research Specialist or Science Research Specialist II



				TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
3. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2).	3. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>Science Research Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
TOTAL:		None	6 Days, 1 Hour and 10 Minutes	



11. Technology, Services, and Events Promotion through Social Media

TSD-IDS offers promotion service, through ITDI's social media accounts, of technologies, services, or events organized/conducted by ITDI. Events may center on a news announcement, an [anniversary](#), a [news conference](#), or other planned events. Materials for promotion may be client-generated, such as text posts, [digital photos](#) or [videos](#), and data. ITDI's Divisions may avail of this service.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of request specifying following (1 original copy): • Technology, service, event to be promoted • Type of social media where material may be promoted, e.g. Facebook, YouTube, Instagram, and Twitter •		To be provided by the requesting division
2) Materials for promotion (1 softcopy, uploaded on FB page)		ITDI/Information and Documentation Section/ 2 nd Floor, Metrology Bldg.
3) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit request for promotion either through letter or email.	1.1 Receive request; and discuss details of request.	None	1 Hour	<i>Section Head</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
	1.2 Work on request; and provide copy of material to client for approval.	None	3 Days	<i>Science Research Specialist II</i> <i>Science Research Specialist I</i> <i>Science Research Analyst</i> <i>Science Research Assistant</i> TSD-IDS, 2 nd Floor, Metrology Building ITDI-DOST
2. Receive draft of material for approval.	2. If no further instructions receive from client after one Day, material for promotion is considered	None	1 Day	<i>Science Research Specialist II</i> <i>Science Research Specialist I</i>



	approved for uploading.			TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
3. Fill-out the Internal Customer Satisfaction Survey Form (QMS-TSD-F2)	3. Request requesting party to fill-out the Internal Customer Satisfaction Survey Form, and receive accomplished form.	None	10 Minutes	<i>Science Research Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
TOTAL:		None	4 Days, 1 Hour and 10 Minutes	



12. Video Production

TSD-IDS offers video production service or the process of producing [video](#) content. ITDI's Divisions may avail of this service.

Office or Division:	Technological Services Division (TSD) – Information and Documentation Section (IDS)	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	ITDI Divisions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of request specifying following (1 original copy): • Subject of video content • Type of desired video presentation, e.g., sales video presentation, investor pitch, employee training, informational video presentation, entertainment video presentation, or educational video presentation • Deadline		Requesting Division
2) Storyboard (1 soft copy, 1 printed copy) and video presentation for client (1 soft copy)		ITDI/Technological Services Division/Information and Documentation Section/2 nd Floor, Metrology Bldg.
3) Internal Customer Satisfaction Survey Form (QMS-TSD-F2) (1 original copy)		ITDI/TSD/IDS/2 nd Floor, Metrology Bldg.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit request either through letter or email.	1.1 Receive request; and discuss details of request.	None	1 Hour	<i>Science Research Specialist II</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
	1.2 Work on storyboard and video script; and forward draft of storyboard and video script to client.	None	7 Days	<i>Science Research Specialist II</i> <i>Science Research Specialist I</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
2. Receive draft of storyboard for approval/production.	2.1 If no further instructions receive from client after three Days, material/ storyboard is considered approved for production.	None	2 Days	<i>Science Research Specialist II</i> <i>Science Research Specialist I</i> TSD-IDS



	2.2 Start production shoot; and submit first draft of video presentation.	None	7 Days	2 nd Floor, Metrology Building ITDI-DOST <i>Science Research Specialist II</i> <i>Science Research Specialist I</i> <i>Science Research Analyst</i> <i>Science Research Assistant</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
3. Receive draft of video presentation for approval.	3.1 If no further instructions receive from client after three Days, video presentation is considered approved for release.	None	3 Days	<i>Section Head</i> TSD-IDS 2 nd Floor, Metrology Building ITDI-DOST
4. Fill-out the Internal Customer Satisfaction	4.1 Request requesting party to fill-out the Internal Customer Satisfaction	None	10 Minutes	<i>Science Research Specialist II</i> TSD-IDS



Survey Form (QMS-TSD-F2).	Survey Form, and receive accomplished form.			2 nd Floor, Metrology Building ITDI-DOST
TOTAL:		None	19 Days, 1 Hour and 10 Minutes	

V. List of Services

A. CHEMICALS AND ENERGY DIVISION

External and Internal Services



External Services

1. Provision of Energy Audit/Assessment (EA) Service

Detailed evaluation of an energy consuming facility/equipment; a tool for productivity improvement in industry and their competitiveness as well as environmental protection.

Office or Division:	Chemicals and Energy Division (CED) – Industrial Technology Development Institute	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of request (1 original)		Client
2. Reply / Conforme letter (1 original)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED) / Energy Section (ES) and/or Technological Services Division (TSD) / Business Development Section (BDS)
3. Order of payment (1 original), if necessary		Industrial Technology Development Institute / National Metrology Division / Financial Management Division (FMD) / Accounting Section



4. Official Receipt (1 original), if necessary		Industrial Technology Development Institute / Administrative Division / Cashier's Office		
○ 3-in-1 Thermo Hygrometer ○ Metal Vane Thermo Anemometer ○ Sling Psychrometer ○ Electric Datalogger with Harmonics ○ Infrared Camera ○ Lightmeter, Nanostar ○ Laser Distance Meter		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED) / Energy Section (ES)		
Energy audit/assessment report (1 original and 1 electronic)				
CED Customer Satisfaction Feedback Form QMS-CED-F2 (1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare letter of request addressed to the ITDI Director.	1.1 Receive letter of request and forward to the Chemicals and Energy Division.	None	20 Minutes	Director Metrology Bldg.
	1.2 Receive letter of request and forward to the Energy Section.	None	20 Minutes	OIC/Division Chief CED
	1.3 Prepare reply letter with terms and scope of EA.	None	30 Minutes	Supervising Science Research Specialist Or



				<i>Senior Science Research Specialist And/Or Science Research Specialist II And/Or Science Research Specialist I ES, CED</i>
2. Check terms and scope of the EA. 2.1 If terms and scope is acceptable to client. 2.2 If terms and scope not acceptable to client.	2.1 Conformance to request via letter or email. 2.2 Revise reply letter with terms and scope of the EA.	None None	2 Days (paused clock) 1 Day	<i>Supervising Science Research Specialist Or Senior Science Research Specialist Or Science Research Specialist II Or Science Research Specialist I ES, CED Or Science Research Specialist I BDS, TSD Metrology Bldg.</i>
3.1 No activity. 3.2 Pay the required fees. Option 1: Pay to the Cashier	3.1 Processing of order of payment at Accounting. 3.2 Issue official receipt.	None Fees vary depending on the	30 Minutes 1 Hour	<i>Administrative Officer III Or Science Research Specialist I Accounting, FMD Metrology Bldg. Administrative Officer III Cashier, ADM Metrology</i>



Option 2: E-payment		scope of works and agreed upon. Refer to 'CED Schedule of Fees and Charges as of December 2021' after the service specification table.		Bldg.
4.1 Provide support during detailed EA.	4.1 Conduct detailed EA. 4.2 Prepare the EA report.	None None	6 Days including travel time (paused-clock) 66 Days (paused-clock)	<i>Supervising Science Research Specialist And/Or Senior Science Research Specialist And/Or Science Research Specialist II And/Or Science Research Specialist I Client's Address</i>
5.1 Fill-out the CED Customer Satisfaction Feedback Form and give to assign Researcher.	5.1 Give a copy of QMS-F2 rev. 2 and receive the duly accomplished form. 5.2 Send hard copy (thru courier service) and pdf file (thru e-mail) of the EA Report to the client.	None None	10 Minutes 1 Day	<i>Supervising Science Research Specialist Or Senior Science Research Specialist Or Science Research Specialist II Or Science Research Specialist I Or Science Research Analyst Or</i>



				Science Aide ES, CED
		TOTAL:	Fees vary depending on the scope of works agreed upon. Refer to 'CED Schedule of Fees and Charges as of December 2021' after the service specification table.	76 Days, 2 Hours, 50 Minutes

Provision of Energy Audit/Assessment (EA) Service qualified for multi-stage processing. **Provision of Energy Audit/Assessment (EA) Service** is covered under Malacañan Palace AO No. 31 S 2012 and ITDI AO No. 003 S 2015.



CED SCHEDULE OF FEES AND CHARGES

As of December 2021

		Fee (PHP)
1	Energy Audit/Assessment (EA) Service	Depends on the scope of works agreed upon PS per staff = rate per hour based on the position (including SALA and HP) x hrs. needed in conduct of service MOOE Indirect 1. Depreciation Cost = Acquisition Cost ÷ # of yrs. (Estimated life span of the equipment) ÷ # of mo./yr ÷ # of days/mo. ÷ hrs/day x # of hrs. used 2. Maintenance Cost = Acquisition Cost x Power Consumption (kW/hr) ÷ # of mo./yr ÷ # of days/mo. ÷ hrs/day x # of hrs. used 3. Supplies = Actual Cost of supplies such as batteries, etc. MOOE Sub-total (Client Direct Cost, CDC) = (1+2+3) Direct = 15% x CDC ITDI Remittances = 12.5% x (CDC+ total PS) Total Cost = Sub- total MOOE+ITDI Remittances



2. Provision of R&D Technical Services thru Memorandum of Agreement (MOA)

Any assistance/services being provided to customer (i.e., individuals, industry/ business sectors, academe, non-government organizations, other government institutions/agencies covered by a Memorandum of Agreement - MOA). These include testing and analytical service, use of facilities and equipment, product/ process development and improvement, design/fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design, chemicals, energy, material science, environment and biotechnology.

Office or Division:	Chemicals and Energy Division (CED) – Industrial Technology Development Institute	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of intent (1 original)		Client
MOA (6 original)		ITDI/Planning and Management Information System Division (PMISD)
Order of payment (1 original)		Industrial Technology Development Institute / National Metrology Division / Financial Management Division (FMD) / Accounting Section
Official Receipt (1 original)		Industrial Technology Development Institute / Administrative Division / Cashier's Office



Accomplishment report (1 original for client, 2 photocopies for Researcher/Section and Division concerned)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED)		
CED Customer Satisfaction Feedback Form QMS-CED-F2 (1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare letter of intent addressed to the ITDI Director.	1.1 Forward to concerned Division (R&D and PMISD).	None	20 Minutes	Director Metrology Bldg.
	1.2 Forward to concerned Section Head and staff	None	20 Minutes	OIC/Division Chief CED
	1.3 Schedule meeting.	None	20 minutes	Supervising Science Research Specialist And/Or Senior Science Research Specialist And/Or Science Research Specialist II And/Or Science Research Specialist I And/Or Science Research Analyst CED And Senior Science Research Specialist And/Or Science Research Specialist



				<i>II</i> <i>And/Or</i> <i>Science Research Specialist</i> <i>I</i> <i>PMISD</i> <i>And/Or</i> <i>Science Research Specialist</i> <i>I</i> <i>BDS, TSD</i> <i>Metrology Bldg.</i>
2. Attend meeting.	2.1 Discuss terms and scope of research. 2.2 Prepare proposal client for an alternative date.	None None	2 Hours per meeting (3 meetings) (paused-clock) 10 Days (paused-clock)	<i>Supervising Science Research Specialist</i> <i>And/Or</i> <i>Senior Science Research Specialist</i> <i>And/Or</i> <i>Science Research Specialist II</i> <i>And/Or</i> <i>Science Research Specialist I</i> <i>And/Or</i> <i>Science Research Analyst</i> <i>CED</i> <i>And</i> <i>Senior Science Research Specialist</i> <i>And/Or</i> <i>Science Research Specialist II</i> <i>And/Or</i> <i>Science Research Specialist I</i> <i>PMISD</i> <i>And/Or</i>



				Science Research Specialist I BDS, TSD Metrology Bldg. And Client
3.1 Check proposal.	3.1 Prepare MOA.	None	5 Days (paused-clock)	Supervising Science Research Specialist And/Or
3.2 If proposal is acceptable to client.	3.2 Review MOA.	None	3 Days (paused-clock)	Senior Science Research Specialist And/Or
3.3 If proposal not acceptable to client.	3.3 Revise proposal.	None	5 Days (paused-clock)	Science Research Specialist II And/Or Science Research Specialist I And/Or Science Research Analyst CED And Senior Science Research Specialist II And/Or Science Research Specialist II And/Or Science Research Specialist I PMISD Metrology Bldg.
4. Sign MOA.	4.1 Sign MOA.	None	2 Hours	Director Office of the Director Metrology Bldg. And Division Chief/OIC



				<i>And Supervising Science Research Specialist And/Or Senior Science Research Specialist And/Or Science Research Specialist II And/Or Science Research Specialist I And/Or Science Research Analyst CED And Division Chief/OIC Senior Science Research Specialist And/Or Science Research Specialist II And/Or Science Research Specialist I PMISD Metrology Bldg.</i>
5.1 No activity.	5.1 Processing of order of payment at Accounting.	None	30 Minutes	<i>Administrative Officer III Or Science Research Specialist I Accounting, FMD Metrology Bldg.</i>
5.2 Pay corresponding fee.	5.2 Issue official receipt	Fees vary	1 Hour	



	(OR).	depending on the scope of works and agreed MOA. Refer to 'CED Schedule of Fees and Charges as of December 2021' after the service specification table		<i>Administrative Officer III</i> Cashier, ADM Metrology Bldg.
	5.3 Notarize MOA.	None	1 Day	<i>Administrative Aide II</i> Or <i>Administrative Aide I</i> Records, ADM Metrology Bldg.
6. Provide support during conduct of MOA.	6.1 Concerned researcher conduct the service and write the accomplishment / terminal report.	None	132 Days (paused-clock)	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i> Or <i>Science Research Specialist II</i> Or <i>Science Research Specialist I</i> Or <i>Science Research Analyst</i> Or <i>Science Aide</i> CED
7. Return to Researcher concerned for the release of accomplishment/terminal report	7.1 Issue accomplishment / terminal report and	None	30 Minutes	<i>Supervising Science Research Specialist</i> Or



and product (if there is a product produced).	product (if there is a product produced).	.		<i>Senior Science Research Specialist</i> <i>Or</i> <i>Science Research Specialist II</i> <i>Or</i> <i>Science Research Specialist I</i> <i>Or</i> <i>Science Research Analyst</i> <i>Or</i> <i>Science Aide</i> <i>CED</i>
8. Fill-out the CED Customer Satisfaction Feedback Form and give to assign Researcher. Depart the premises of ITDI.	5.1 Give a copy and receive the duly accomplished CED Customer Satisfaction Feedback Form.	None	20 Minutes	<i>Supervising Science Research Specialist</i> <i>Or</i> <i>Senior Science Research Specialist</i> <i>Or</i> <i>Science Research Specialist II</i> <i>Or</i> <i>Science Research Specialist I</i> <i>Or</i> <i>Science Research Analyst</i> <i>Or</i> <i>Science Aide</i> <i>CED</i>
TOTAL:		Fees vary depending on the scope of works and agreed MOA. Refer to 'CED	155 Days, 3 Hours, 20 Minutes	



	Schedule of Fees and Charges as of December 2021' after the service specification table.		

Provision of R&D technical services thru Memorandum of Agreement (MOA) qualified for multi-stage processing.
Provision of R&D technical services thru Memorandum of Agreement (MOA) is covered under Malacañan Palace AO No. 31 S 2012 and ITDI AO No. 003 S 2015.



CED SCHEDULE OF FEES AND CHARGES

As of December 2021

	Fee (PHP)
R&D technical services thru Memorandum of Agreement (MOA)	Depends on the scope of works agreed upon PS per staff = rate per hour based on the position (including SALA and HP) x hrs. needed in conduct of service MOOE Indirect 1. Depreciation Cost = Acquisition Cost ÷ # of yrs. (Estimated life span of the equipment) ÷ # of mo./yr ÷ # of days/mo. ÷ hrs/day x # of hrs. used 2. Maintenance Cost = Acquisition Cost x Power Consumption (kW/hr) ÷ # of mo./yr ÷ # of days/mo. ÷ hrs/day x # of hrs. used 3. Utilities = kW x hrs. used x consumption rate per kW/hr (charged from Meralco) 4. Supplies = Actual Cost of supplies such as batteries, etc. MOOE Sub-total (Client Direct Cost, CDC) = (1+2+3+4) Direct = 15% x CDC ITDI Remittances = 12.5% x (CDC+ total PS) Total Cost = Sub-total MOOE+ ITDI Remittances



3. Provision of R&D Technical Services thru Standardized Fees

Any assistance/services being provided to customer (i.e., individuals, industry/ business sectors, academe, non-government organizations, other government institutions/agencies). These include testing and analytical service, use of facilities and equipment, product/process development and improvement, design/fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design, chemicals, energy, material science, environment and biotechnology.

Office or Division:	Chemicals and Energy Division (CED) – Industrial Technology Development Institute	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of request / Email (1 original / electronic copy)		Client
Amount of Sample Requirements: • Use of Hammermill Crusher ○ Sample, 80kg • Use of furnace for Carbonization, Calcination or Ashing ○ Sample, 1kg • Transesterification of Fixed Oil ○ Oil Sample, 1L • UV-Vis Analysis		



○ Sample, 50mL • High grade silica from plant material ○ Sample plant material, 500g • Preparation of activated carbon from plant material ○ Sample plant material, 500g • Solvent extraction of fixed oil ○ Dried Sample, 1.0kg • Preparation and grinding of plant material ○ Plant material, 3.0kg • Preparation of concentrated crude plant extract ○ Plant sample: fresh, 1.0kg / dried, 500g • Extraction of essential oil ○ Plant material, fresh, 3.0kg • Extraction of essential oil from elemi gum ○ elemi gum, 500g • Agglomerator ○ Sample, 500grams • Blast Freezer V5 (small) ○ Sample, 11kg • Blast Freezer V10 (medium) ○ Sample, 20kg • Cabinet Dryer ○ Sample, 60 to 70kg • Colloid Mill ○ Sample, 70 to 80kg • Grater ○ Sample, 120nuts (coconut) • Hammer Mill ○ Sample, 75 to 80kg • Homogenizer	



○ Sample, 50 to 80kg • Hydraulic press, manual ○ Sample, 2-3kg • Jacketed Kettle ○ Sample, 75 to 80Liters • Moisture Analyzer ○ Sample, 30g • Oil Expeller ○ Sample, 20 to 40kg • Pressure Filter ○ Sample, 20 to 30Liters • Ram Press ○ Sample, 500grams to 1kg • Retort ○ Sample, 279pouches • Ribbon Mixer ○ Sample, 75 to 80kg • Screw Press ○ Sample, 75 to 80kg • Slicer ○ Sample, 20 to 30kg (coconut meat pieces) • Tableting Machine ○ Sample, 1.8kg (for 500mg tablets) • V-Blender ○ Sample, 75 to 80kg • Vacuum Dryer ○ Sample, 20Liters	
Request for Technical Service Form, ITDI-F2 (4 original)	Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED)



Order of Payment (1 original), if necessary		Industrial Technology Development Institute / National Metrology Division / Financial Management Division (FMD) / Accounting Section		
Official Receipt (1 original), if necessary		Industrial Technology Development Institute / Administrative Division / Cashier's Office		
Accomplishment Report (1 original for client, 2 photocopies for Researcher / Section and Division concerned)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED)		
CED Customer Satisfaction Feedback Form QMS-CED-F2 (1 original)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and fill-out information in Technical Service Information System.	1.1 Assist client on their inquiry and filling out the information in the Technical Service Information System.	None	30 Minutes	Chief Science Research Specialist / Officer in Charge Or Supervising Science Research Specialist Or Senior Science Research Specialist
	1.2 Review entry, fill-out additional information in Technical Service Information System and print Technical Service Request Form, ITDI-F2.	None	10 Minutes	Science Research Specialist II Or Science Research Specialist I Or Science Research Analyst Or



	3.2 Researcher concerned will sign the Technical Service Request Form, ITDI-F2.	None	5 Minutes	<i>Science Aide</i> Chemicals and Energy Division-Office of the Chief (CED-OC)
	3.3 Division Chief / OIC / Section Head will sign the Technical Service Request Form, ITDI-F2.	None	5 Minutes	
2.1 No activity.	2.1 FMD staff will prepare order of payment.	None	5 Minutes	<i>Administrative Officer III</i> <i>Or</i> <i>Science Research Specialist I</i> Financial Management Division, Metrology Building
2.2.1 Proceed to the ITDI Cashier for full payment of fees. 2.2.2 E-payment	2.2 ITDI Cashier will validate the TSR form, take a copy and issue an official receipt.	Fees vary depending on the Technical Service availed. Refer to 'CED Schedule of Fees and Charges as of December 2021' after the service specification table and https://itdi.dost.gov.ph/index.php/techni	5 Minutes	<i>Administrative Officer III,</i> Cashier's Office, Metrology Building



		cal-services-fees.		
3. Depart the premises of ITDI.	3.1 CED Staff will retrieve the Technical Service Request Form, ITDI-F2, from the Cashier; conduct the Technical Service and write the accomplishment report.	None	10 Days (paused clock)	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i> Or <i>Science Research Specialist II</i> Or <i>Science Research Specialist I</i> Or <i>Science Research Analyst</i> Or <i>Science Research Assistant</i> Or <i>Science Aide</i> Chemicals and Energy Division (CED)
4. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	4.1 Issue accomplishment report and product (if there is a product produced).	None	5 Minutes	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i> Or <i>Science Research Specialist II</i> Or <i>Science Research Specialist I</i> Or <i>Science Research Analyst</i> Or <i>Science Aide</i>



				Chemicals and Energy Division-Office of the Chief (CED-OC)
5. Fill-out the CED Customer Satisfaction Feedback Form and give to assign Researcher. Depart the premises of ITDI.	5.1 Give a copy and receive the duly accomplished CED Customer Satisfaction Feedback Form.	None	5 Minutes	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i> Or <i>Science Research Specialist II</i> Or <i>Science Research Specialist I</i> Or <i>Science Research Analyst</i> Or <i>Science Aide</i> Chemicals and Energy Division-Office of the Chief (CED-OC)
TOTAL:		Fees vary depending on the Technical Service availed. Refer to 'CED Schedule of Fees and Charges as of December 2021' after the service specification table and https://itdi.dost.go	10 Days, 1 Hour, 10 Minutes	



	v.ph/index.php/technical-services-fees		

Provision of R&D technical services thru Standardized Fees qualified for multi-stage processing. Provision of R&D technical services thru Standardized Fees is covered under ITDI AO No. 007 Series of 2002, Malacañan Palace AO No. 31 S 2012 and ITDI AO No. 003 S 2015.



CED SCHEDULE OF FEES AND CHARGES

As of December 2021

Energy Section

R&D Technical Services	R&D TS Fee (PHP)
Use of furnace for carbonization, calcination or ashing	856.00
Use of hammermill crusher	449.00

***20% discount for students** (basic education up to post-graduate), **senior citizens**, and **persons with disabilities (PWDs)**.

Industrial Chemicals Section

R&D Technical Services (TS)	R&D TS Fee (PHP)
High grade silica from plant material	1,771.00
Preparation of activated carbon from plant material	1,832.00
Solvent extraction of fixed oil	894.00
Transesterification of fixed oil	1,162.00



UV-Vis Analysis	2,241.00

***20% discount for student** (basic education up to post-graduate), **senior citizens**, and **persons with disabilities (PWDs)**.

Pharmaceutical Section

R&D Technical Services (TS)	R&D TS Fee (PHP)
Extraction of essential oil	1,945.00
Extraction of essential oil from elemi gum	1,863.00
Preparation and grinding of plant material	941.00
Preparation of concentrated crude plant extract	1,262.00

***20% discount for student** (basic education up to post-graduate), **senior citizens**, and **persons with disabilities (PWDs)**.



Modular Multi-Industry Innovation Center (MMIC)

R&D Technical Services (TS)	R&D TS Fee (PHP)
Agglomerator	6,057.00
Blast Freezer V5 (small)	1,377.00
Blast Freezer V10 (medium)	1,974.00
Cabinet Dryer	3,285.00
Colloid Mill	1,339.00
Grater	796.00
Hammer Mill	1,819.00
Homogenizer	2,757.00
Hydraulic Press, manual	1,875.00



Jacketed Kettle	2,254.00
Moisture Analyzer	1,919.00
Oil Expeller	2,775.00
Pressure Filter	1,489.00
Ram Press	1,816.00
Retort	4,772.00
Ribbon Mixer	2,288.00
Screw Press	1,899.00
Slicer	961.00
Tableting Machine	1,369.00
V-Blender	1,942.00



Vacuum Dryer	988.00

***20% discount for student** (basic education up to post-graduate), **senior citizens**, and **persons with disabilities (PWDs)**.



Internal Services

1. Use of Facility/Equipment

Any assistance/services being provided to customer (i.e. use of facilities and equipment). These services are made available to provide technical support to the R&D and testing activities of other ITDI Divisions.

Office or Division:	Chemicals and Energy Division (CED) – Industrial Technology Development Institute			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	ITDI employee or official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for use of facility / equipment form (1 original)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED) / Office of the Chief (OC)		
Sample		Client		
CED Customer Satisfaction Feedback Form QMS-CED-F2 (1 original)		Industrial Technology Development Institute (ITDI) / Chemicals and Energy Division (CED) / Office of the Chief (OC)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-out request for use of facility/ equipment form.	1.1 Give a copy of request for use of facility/equipment form to client.	None	20 Minutes	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i>
	1.2 Division Chief/ OIC/Section Head will sign duly accomplished request for use of facility/equipment form.	None	10 Minutes	<i>Science Research Specialist II</i> Or <i>Science Research Specialist I</i> Or <i>Science Research Analyst</i>
	1.3 Forward duly accomplished request for use of facility/equipment form to Section concerned.	None	10 Minutes	<i>Science Aide</i> CED Office of the Chief And/Or Energy Section Or Industrial Chemicals Section Or Pharmaceutical Section Or Process Development Section
	1.4 Section concerned will receive the duly accomplished request for use of facility/equipment form and check availability of facility/ equipment.	None	10 Minutes	
2. Client will use the facility/equipment.	2.1 Concerned researcher will assist the client.	None	1 Day	<i>Supervising Science Research Specialist</i> Or <i>Senior Science Research Specialist</i> Or <i>Science Research Specialist II</i>



				<i>Or</i> <i>Science Research Specialist I</i> <i>Or</i> <i>Science Research Analyst</i> <i>Or</i> <i>Science Aide</i> CED Office of the Chief And/Or Energy Section <i>Or</i> Industrial Chemicals Section <i>Or</i> Pharmaceutical Section <i>Or</i> Process Development Section
3. Fill-out the CED Customer Satisfaction Feedback Form and give to assign Researcher.	3.1 Give a copy and receive the duly accomplished CED Customer Satisfaction Feedback Form.	None	10 Minutes	<i>Supervising Science Research Specialist</i> <i>Or</i> <i>Senior Science Research Specialist</i> <i>Or</i> <i>Science Research Specialist II</i> <i>Or</i> <i>Science Research Specialist I</i> <i>Or</i> <i>Science Research Analyst</i> <i>Or</i> <i>Science Aide</i> CED Office of the Chief And/Or Energy Section



				Or Industrial Chemicals Section Or Pharmaceutical Section Or Process Development Section
TOTAL:		None	1 Day, 1 Hour	

Use of Facility/Equipment qualified for multi-stage processing.

Use of Facility/Equipment is covered under ITDI AO No. 002 Series of 2010.

V. List of Services

B. ENVIRONMENT AND BIOTECHNOLOGY DIVISION

External and Internal Services



External Services

1. Antimicrobial Assay (Kirby Bauer Method)

The antimicrobial assay intends to determine the antimicrobial activity of extracts and formulations through the disk diffusion assay (Kirby Bauer Method). The bioactivity is quantified through the measurement of the zones of inhibition and is reported as the diameter of the zones of inhibition (in millimeter). The results may then be compared by the customer to the existing literature and standards for antimicrobial activities.

Office or Division:	Industrial Fermentation Technology Section (IFTS), Environment and Biotechnology Division (EBD)	
Classification:	Highly Technical	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Technical Service Request (TSR) form		ITDI/EBD Building/IFTS Office (2nd floor) *via ITDI customer portal and technical service information system (TSIS) (https://itdi.com.ph/web/) through focal person
2) Samples (up to 4 solutions/concentrations including the test controls)		Customer
3) Student ID or proof of enrolment *to avail discount; if applicable		Customer
4) Order of Payment (1 original)		ITDI/Metrology Building/Accounting Section (2nd floor)
5) Official Receipt (1 original)		ITDI/Metrology Building/Cashier's Office (2nd floor)
6) Test Report (1 original)		ITDI/EBD Building/IFTS Office (2nd floor)
7) Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original)		ITDI/EBD Building/IFTS Office (2nd floor)



CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Chief, Environment and Biotechnology Division (EBD) and sign in the customer logbook.	1.1 Provide customer logbook and let the customer sign.	None	1 Minute	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> EBD Office of the Chief
2. Proceed to the Industrial Fermentation Technology Section (IFTS) to inquire regarding the antimicrobial assay.	2.1 Assist customer on inquiry regarding antimicrobial assay and check if samples are good for testing.	None	30 Minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
3. Fill out technical service request (TSR) form (1 original) via the customer portal.	3.1 Assist the customer in accomplishing TSR form via the customer portal.	None	5 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
	3.2. Technical staff concerned will review, print, and sign the accomplished TSR form	None	1 minute	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i>



	3.3. Section Head will approve the request and sign the TSR form.	None	1 minute	Industrial Fermentation Technology Section <i>Section Head (Supervising Science Research Specialist)</i> Industrial Fermentation Technology Section
4. Pay the required test fee	4.1. Processing of Order of Payment.	None	2 minutes	<i>Accounting Staff</i> Accounting Section
	4.2. Issuance of Official Receipt (1 original).	Test Fee - PHP 2,333.00 (regular rate) PHP 1,866.00 (student rate)	5 minutes	<i>Cashier</i> Cashier's Office
	4.3. Check the payment status via the TSIS.	None	1 minute	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section



5. Wait for the date of release of the report.	5.1. Technical staff will conduct the assay.	None	15 days (paused-clock)	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
	5.2. Technical staff will prepare and sign the report (1 original).	None	20 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
	5.3. Section Head will check and sign the report (1 original).	None	5 minutes	<i>Section Head (Supervising Science Research Specialist)</i> Industrial Fermentation Technology Section
6. Present official receipt to claim the test report (1 original).	6. Test report (1 original) will be released and explained to the customer.	None	25 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
7. Fill-out Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original).	7. Provide Customer Satisfaction Survey Form (QMS-EBD-F2) to	None	2 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i>



	customer (1 original).			Industrial Fermentation Technology Section
TOTAL:		Test Fee - PHP 2,333.00 (regular rate) PHP 1,866.00 (student rate)	15 days, 1 hour and 38 minutes	



2. Distribution of Starter Cultures for Fermented Food

Starter cultures contain microorganisms which are responsible for the production of various fermented food. These are directly applied onto the food material to initiate the fermentation in order to produce the desired food product (i.e. nata de coco, vinegar, and soy sauce).

Office or Division:	Industrial Fermentation Technology Section (IFTS), Environment and Biotechnology Division (EBD)			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Technical Service Request (TSR) form		ITDI/EBD Building/IFTS Office (2nd floor) *via ITDI customer portal and technical service information system (TSIS) (https://itdi.com.ph/web/) through focal person		
2) Materials Transfer Agreement form (2 original)		ITDI/EBD Building/IFTS Office (2nd floor)		
3) Acceptance of Responsibility form (2 original)		ITDI/EBD Building/IFTS Office (2nd floor)		
4) Order of Payment (1 original)		ITDI/Metrology Building/Accounting Section (2nd floor)		
5) Official Receipt (1 original)		ITDI/Metrology Building/Cashier's Office (2nd floor)		
6) Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original)		ITDI/EBD Building/IFTS Office (2nd floor)		
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Chief, Environment and Biotechnology Division (EBD) and sign in the customer logbook.	1.1 Provide customer logbook and let the customer sign.	None	1 Minute	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i>



				EBD Office of the Chief
2. Proceed to the Industrial Fermentation Technology Section (IFTS) to inquire regarding the starter cultures.	2.1. Assist customer on inquiry regarding starter cultures.	None	15 Minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section)
	2.2. Inform customer on the proper handling, storage, use, and disposal of starter cultures.	None	15 Minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
	2.3. Inform customer on the materials transfer agreement and acceptance of responsibility.	None	5 Minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section



3. Fill out and submit technical service request (TSR), material transfer agreement (MTA), and acceptance of responsibility (AOR) forms (original).	3.1. Assist customer in accomplishing TSR, and MTA and AOR forms (2 original each) to the customer.	None	10 minutes	Technical Staff (Supervising Science Research Specialist to Science Research Assistant) Industrial Fermentation Technology Section
	3.2. Review and print accomplished TSR, MTA and AOR forms.	None	1 minute	Technical Staff (Supervising Science Research Specialist to Science Research Assistant) Industrial Fermentation Technology Section
	3.3. Technical staff concerned will sign the accomplished TSR form.	None	1 minute	Technical Staff (Supervising Science Research Specialist to Science Research Assistant) Industrial Fermentation Technology Section
	3.4. Section Head will check and approve the request, then sign the TSR form (1 original).	None	1 minute	Section Head (Supervising Science Research Specialist) Industrial Fermentation Technology Section



4. Pay the required test fee and present the official receipt to the Technical Staff concerned.	4.1. Processing of Order of Payment	None	2 minutes	Accounting Staff Accounting Section
	4.2. Issuance of Official Receipt (1 original).	Test Fee - PHP 400.00 or PHP 662 (with transport box)	5 minutes	Cashier Cashier's Office
	4.3. Check payment status via TSIS.	None	1 minute	Technical Staff (Supervising Science Research Specialist to Science Research Assistant) Industrial Fermentation Technology Section
5. Wait for the date of release of requested starter cultures.	5. Technical staff will prepare requested starter cultures.	None	7 days (paused-clock)	Technical Staff (Supervising Science Research Specialist to Science Research Assistant) Industrial Fermentation Technology Section
6. Present original official receipt and claim starter cultures.	6.1. Provide instructions to the customer on the proper handling, storage, use, and	None	5 minutes	Technical Staff (Supervising Science Research Specialist



	disposal of the starter cultures.			<i>to Science Research Assistant)</i> Industrial Fermentation Technology Section <i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
	6.2. Release the requested starter cultures to the customer.	None	1 minute	
7. Fill-out Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original)	7. Provide Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original) to customer.	None	2 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Assistant)</i> Industrial Fermentation Technology Section
TOTAL:		Test Fee - PHP 400.00 or PHP 662 (with transport box)	7 days, 1 hour and 5 minutes	



3. Environmental Technology Verification (ETV)

Environmental technology verification (ETV) is the establishment or validation of environmental technology performance by qualified third parties based on test data generated through testing using established protocols or specific requirements. Data presented in an ETV report are believed to be accurate and the analyses credible. The statements made regarding the technology evaluated do not, however, amount to an endorsement or approval of the technology in general or for any particular application nor warranty to the performance of the technology.

Office or Division:	Cleaner Production Section (CPS), Environment and Biotechnology Division (EBD)
Classification:	Highly Technical
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Owners of innovative environmental technologies that are at least commercially ready and /or their authorized representatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) ETV Application Form (1 original, 4 photocopies) <i>*ETV Application Form must be properly and completely filled-up with the required supporting documents as applicable (i.e. patent, authorization letter, etc.)</i>	ITDI/EBD Building/CPS Office (1st floor) and/or downloadable at www.etvphilippines.ph
2) Order of Payment (1 original)	ITDI/Metrology Building/Accounting Section (2 nd floor)
3) Official Receipt (1 original)	ITDI/Metrology Building/Cashier's Office (2 nd floor)
4) Non-Disclosure Agreement Form (2 original)	ITDI/EBD Building/CPS Office (1st floor)



5) Conforme Letter (2 original)		ITDI/EBD Building/CPS Office (1st floor)		
6) ETV Test Plan (2 original)		ITDI/EBD Building/CPS Office (1st floor)		
7) ETV Report and Statement (2 original)		ITDI/EBD Building/CPS Office (1st floor)		
8) ETV Transmittal Letter for Test Plan (2 original)		ITDI/EBD Building/CPS Office (1st floor)		
9) ETV Transmittal Letter for ETV Report and Statement (2 original)		ITDI/EBD Building/CPS Office (1st floor)		
10) Customer Satisfaction Survey Form (QMS-EBD-F2) (1 original)		ITDI/EBD Building/CPS Office (1st floor)		
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1 – ETV Application to 1 st Technical Meeting				
1. Submit accomplished ETV application form (4 original)	1.1 Procedural review of accomplished ETV application forms.	None	20 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	1.2 Substantial/ technical review of accomplished ETV application forms.	None	5 days (paused -clock)	<i>Technical Staff (Supervising Science Research Specialist to Science Research Analyst)</i>



	1.3 If the application is valid, assign ETV reference number (ETV YY-XXX) and advise the customer to pay required fees.	None	5 minutes	Cleaner Production Section Office (1st floor) <i>Assigned ETV Task Coordinator (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
2. Pay ETV Application Fee	2.1 Issuance of Order of Payment	ETV Fee – PHP 8,500.00	2 minutes	<i>Accounting Staff</i> Accounting Section
	2.2 Issuance of Official Receipt (1 original)	None	5 minutes	<i>Administrative Officer III</i> ADM – Cashier 2 nd Flr. Metrology Building
	2.3 Photocopy official receipt (1 copy)	None	2 minutes	<i>Assigned ETV Task Coordinator (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)



3. Customer presents technology claims at ETV Panel Meeting	3.1 Form ETV Panel of Experts	None	14 days (paused-clock)	<i>ETV Task Coordinator (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	3.2 Inform customer of schedule and venue of meeting	None	5 minutes	<i>ETV Task Coordinator (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	3.3 Sign non-disclosure agreement form (2 original)	None	5 minutes	<i>ETV Panel of Experts (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	3.4 Conduct ETV Panel Meeting	None	3 hours	<i>ETV Panel of Experts (Supervising Science Research Specialist to</i>



				Science Research Analyst) Cleaner Production Section Office (1st floor)
	Sub-total	ETV Fee - PHP 8,500.00	19 days, 3 hours, and 44 minutes	
Stage 2 – ETV Test Plan Preparation				
4. Customer submits documents/data identified in the ETV Panel Meeting	Prepare and finalize ETV Test Plan and conforme letter (2 original) upon submission of all documents/data by the customer.	None	20 days (paused-clock) (Note: This is upon receipt of all required documents/data previously identified in the Panel Meeting)	ETV Panel of Experts (Supervising Science Research Specialist to Science Research Analyst) Cleaner Production Section Office (1st floor)
	Sub-total	None	20 days	
Stage 3 – Approval of ETV Test Plan (TP) and TP Implementation				
5. Customer secures ETV Test Plan, accomplishes Form QMS-EBD-F2 (1 original) and decides to proceed or not with implementation.	5.1 Approve TP and sign Conforme Letter and Transmittal Letter	None	3 days (paused-clock)	Technical Staff (Supervising Science Research Specialist to Science Research Analyst), Division Chief and Director Cleaner Production Section Office (1st floor); EBD Office of the Chief; ITDI Office of the Director



	5.2 Release ETV Test Plan and provide the customer with QMS-EBD-F2 Form (1 original).	None	5 minutes	Technical Staff (Supervising Science Research Specialist to Science Research Analyst) Cleaner Production Section Office (1st floor)
	5.3 If the customer decides to proceed, schedule ETV Test Plan Implementation.	None	5 days (paused-clock)	ETV Task Coordinator (Supervising Science Research Specialist to Science Research Analyst) Cleaner Production Section Office (1st floor)
6. Customer provides logistical support to the ETV Test Plan Implementation	6.1 Oversee ETV Test Plan Implementation	None (Payment for the analyses of parameters identified in the ETV Test Plan is paid directly to the third party laboratory)	5 days (paused-clock) (Time does not include the actual testing conducted by third-party)	ETV Panel of Experts (Supervising Science Research Specialist to Science Research Analyst) Cleaner Production Section Office (1st floor)
	Sub-total	None	13 days and 5 minutes	
Stage 4 – ETV Report and Statement Preparation				



7. Customer ensures that all laboratory results and necessary documents are sent/submitted to ITDI (ETV Group)	Prepare ETV Statement and Report (2 original).	None	20 days (paused-clock) (Note: This is upon receipt of test results from third-party laboratory)	<i>ETV Panel of Experts (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	Sub-total	None	20 days	
Stage 5 – Approval of ETV Report and Statement				
8. Customer secures ETV Statement and Report and accomplishes Form QMS-EBD-F2 (1 original).	8.1 Approve ETV Report and/or ETV Statement with dry sealing (2 original) and sign transmittal letter (2 original) 8.2 Release ETV Report and/or Statement and provide the customer with Form (QMS-EBD-F2) (1 original).	None None	3 days (paused-clock) 5 minutes	<i>Technical Staff (Supervising Science Research Specialist to Science Research Analyst), Division Chief, and Director</i> Cleaner Production Section Office (1st floor); EBD Office of the Chief; ITDI Office of the Director <i>CPS Staff (Supervising Science Research Specialist to Science Research Analyst)</i> Cleaner Production Section Office (1st floor)
	Sub-total	None	3 days and 5 minutes	



TOTAL:	Test Fee - PHP8,500.00	75 days, 3 hours, and 54 minutes	

Notes:

- * Based on DENR-DOST Joint Administrative Order 2006 - 01*
- * ETV is qualified for Multi-stage Processing*
- * only includes processing time within ITDI, actual time may vary depending on submission of necessary documents from customer and lab reports from laboratories*



Environment and Biotechnology Division

Line-Item-Budget for ETV

I. Personnel Services (PS)	PHP 5,650.00
<i>Honoraria</i>	
2 Technical Panel Members (P1000/mtg-mem x 2 mtgs x 2 mem)	4,000.00
Task Coordinator	1,650.00
II. Maintenance, Operating and other Expenses (MOOE)	PHP 1,150.00
2 Meeting Expenses (@ P250/mtg)	500.00
Communication & Transportation Expenses	100.00
Supplies and Materials	300.00
Utilities	250.00
III. Administrative Cost (25% of PS + MOOE)	PHP 1,700.00
TOTAL	PHP 8,500.00



V. List of Services

C. FOOD PROCESSING DIVISION

External Services



External Services

1. Heat Distribution Test (In-House)

Conduct heat distribution test on thermal processing equipment provided (e.g. retort, autoclave, pasteurizer, steamer box) at FPD pilot plant using a thermocouple system as applicable.

Office or Division:	Food Processing Division (FPD)	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (1 original)		Client
2) Equipment to be tested (retort, autoclave, pasteurizer or steamer box as applicable)		Client
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section
5) Official Receipt (1 original for client, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier
6) Technical Service Report (1 original for client, 1 photocopy for FPD)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (equipment specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and procedure of test.	None	1 Hour	SrSR, SRS II, SRS I, SRAsst. FPD
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSR, SRS II, SRS I, SRAsst. FPD
3. Provide schedule confirmation for conduct of service	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	SrSR, SRS II, SRS I, SRAsst. FPD
	3.2 Conduct preparations/test equipment maintenance.	None	2 Days	SrSR, SRS II, SRS I, SRAsst. FPD
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	SrSR, SRS II, SRS I, SRAsst., Sc.Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	SrSR, SRS II, SRS I, SRAsst., Sc.Aide FPD



	5.2 Check entry and fill-out ITDI section in ITDI-F2 including agreed schedule of service.	None	20 Minutes	<i>SrSR, SRS II, SRS I, SRAsst., Sc.Aide</i> FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>SrSRS, SRS II, SRS I</i> FPD
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD –OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> Office of the Chief - FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section
6. Pay the required fees.	6.1 Issue Official Receipt.	Per equipment Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	30 Minutes	<i>Administrative Officer III</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>Sc.Aide</i> Office of the Chief, FPD



	7.2 Receive equipment and conduct service.	None	1 Day	<i>SrSRS, SRS II, SRS I, SRAsst FPD</i>
8. Return to researcher concerned to receive service report.	8.1 Prepare service report.	None	10 Days	<i>SrSRS, SRS II, SRS I FPD</i>
	8.2 Issue service report. and file receiving copy.	None	30 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide FPD</i>
	8.3 Photocopy receiving service report.	None	3 Minutes	<i>Sc.Aide Office of the Chief, FPD</i>
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	16 Days, 4 Hours and 17 Minutes	



2. Heat Distribution Test (On-Site)

Conduct heat distribution test on thermal processing equipment provided (e.g. retort, autoclave, pasteurizer, steamer box) at client's processing area (outside FPD) using a thermocouple system as applicable.

Office or Division:	Food Processing Division (FPD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 original)		Client		
Equipment to be tested (retort, autoclave, pasteurizer or steamer box as applicable)		Client		
Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
Official Receipt (1 original for client, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
Technical Service Report (1 original for client, 1 photocopy for FPD)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (equipment specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	SrSRS, SRS II, SRS I, SRAsst.



discussed during inquiry).	scope and procedure of test.			FPD
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSRS, SRS II, SRS I, SRAsst. FPD
3. Provide schedule confirmation for conduct of service.	3.1 Schedule site visit/assessment to client's processing area.	None	5 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
	3.2 Check available schedule and confirm scheduled date to client.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
	3.2 Conduct preparations/test equipment maintenance.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	SrSRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	SrSRS, SRS II, SRS I, Sc. Aide FPD
		None	20 Minutes	SrSRS, SRS II, SRS I, Sc. Aide



	5.2 Check entry and fill-out ITDI section in ITDI-F2 including agreed schedule of service.	None	3 Minutes	FPD <i>SrSRS, SRS II, SRS I</i> FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	30 Minutes	<i>SRS I, Sc.Aide</i> Office of the Chief - FPD
	5.5 Control numbering at FPD –OC.	None	30 Minutes	<i>Administrative Officer IV Accounting Section</i>
	5.6 Processing of Order of Payment at Accounting.			
6. Pay the required fees.	6.1 Issue Official Receipt.	Per equipment Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	30 Minutes	<i>Administrative Officer III</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>Sc.Aide</i> Office of the Chief, FPD
	7.2 Receive equipment and conduct service.	None	1 Day	<i>SrSRS, SRS II, SRS I, SRAsst</i> FPD
8. Return to researcher concerned to receive service report.	8.1 Prepare service report.	None	10 Days	<i>SrSRS, SRS II, SRS I</i> FPD



	8.2 Issue service report and file receiving copy.	None	30 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide</i> FPD
	8.3 Photocopy receiving service report.	None	3 Minutes	<i>Sc.Aide</i> Office of the Chief, FPD
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	21 Days, 4 Hours and 17 Minutes	

Service Name is qualified for multi-stage process.

Service is covered under AO No. 003 s2015



3. Heat Penetration Test (In-House)

Conduct heat penetration test on packaged food product at FPD pilot plant using a thermocouple system, while being thermally processed in the equipment intended (e.g. retort, autoclave, pasteurizer, steamer box) as applicable.

Office or Division:	Food Processing Division (FPD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to be tested (11 product samples per trial, 2 trials per test)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Technical Service Report (1 original for client, 1 photocopy for FPD)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (samples specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and procedure of test.	None	1 Hour	SrSRS, SRS II, SRS I, SRAsst. FPD
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSRS, SRS II, SRS I, SRAsst. FPD
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
	3.2 Conduct preparations/test equipment maintenance.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
		None	20 Minutes	



	5.2 Check entry and fill-out ITDI section in ITDI-F2 including agreed schedule of service.	None	3 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD</i>
	5.3 Researcher concerned will sign ITDI-F2.	None	10 Minutes	<i>SrSRS, SRS II, SRS I FPD</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	30 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.5 Control numbering at FPD – OC.	None	30 Minutes	<i>SRS I / Sc.Aide Office of the Chief - FPD</i>
	5.6 Processing of Order of Payment at the Accounting.			<i>Administrative Officer IV Accounting Section</i>
6. Pay the required fees	6.1 Issue Official Receipt.	<i>Per product Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00</i>	30 Minutes	<i>Administrative Officer III Cashier</i>
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>Sc.Aide Office of the Chief, FPD</i>



	7.2 Receive sample and conduct service.	None	1 Day	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
8. Return to researcher concerned to receive service report.	8.1 Prepare service report.	None	10 Days	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
	8.2 Issue service report and file receiving copy.	None	30 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD</i>
	8.3 Photocopy receiving service report.	None	3 Minutes	<i>Sc.Aide Office of the Chief, FPD</i>
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	16 Days, 4 Hours and 17 Minutes	



4. Heat Penetration Test (On-Site)

Conduct heat penetration test on packaged food product at client's processing area (outside FPD) using a thermocouple system, while being thermally processed in the equipment intended (e.g. retort, autoclave, pasteurizer, steamer box) as applicable.

Office or Division:	Food Processing Division (FPD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to be tested (11 product samples per trial, 2 trials per test)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Technical Service Report (1 original for client, 1 photocopy for FPD)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (samples specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and procedure of test.	None	1 Hour	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
3. Provide schedule confirmation for conduct of service.	3.1 Schedule site visit/assessment to client's processing area.	None	5 Days	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
	3.2 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
	3.2 Conduct preparations/test equipment maintenance.	None	2 Days	<i>SrSRS, SRS II, SRS I, SRAsst. FPD</i>
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD</i>



5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>SrSRS, SRS II, SRS I , SRAsst. Sc. Aide FPD</i>
	5.2 Check entry and fill-out ITDI section in ITDI-F2 including agreed schedule of service.	None	20 Minutes	<i>SrSRS, SRS II, SRS I , SRAsst. Sc. Aide FPD</i>
		None	3 Minutes	<i>SrSRS, SRS II, SRS I FPD</i>
	5.3 Researcher concerned will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	30 Minutes	<i>SRS I, Sc.Aide Office of the Chief - FPD</i>
	5.5 Control numbering at FPD –OC.			<i>Administrative Officer IV Accounting Section</i>
	5.6 Processing of Order of Payment at Accounting.			
6. Pay the required fees.	6.1 Issue Official Receipt.	<i>Per product Regular Rate: PHP10,000.00</i>	30 Minutes	<i>Administrative Officer III Cashier</i>



		Student Rate: PHP8,000.00		
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> Office of the Chief, FPD
	7.2 Receive sample and conduct service.	None	1 Day	<i>SrSRS, SRS II, SRS I, SRAsst.</i> FPD
8. Return to researcher concerned to receive service report.	8.1 Prepare service report.	None	10 Days	<i>SrSRS, SRS II, SRS I, SRAsst.</i> FPD
	8.2 Issue service report and file receiving copy.	None	30 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst. Sc. Aide</i> FPD
	8.3 Photocopy receiving service report.	None	3 Minutes	<i>SRS I, Sc.Aide</i> Office of the Chief, FPD
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>SrSRS, SRS II, SRS I, SRAsst., Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP10,000.00 Student Rate: PHP8,000.00	21 Days, 4 Hours and 17 Minutes	

Service Name is qualified for multi-stage process.
Service is covered under AO No. 003 s2015



5. Lethality Monitoring During Thermal Processing

Conduct lethality monitoring of packaged food product undergoing thermal process using a thermocouple system as applicable.

Office or Division:	Food Processing Division (FPD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to be tested 3 product samples per trial, 2 trials per test)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Technical Service Report (1 original for client, 1 photocopy for FPD)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specification shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	SrSRS, SRS II, SRS I, SRAsst.



discussed during inquiry).	scope and procedure of test.			FPD
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSRS, SRS II, SRS I, SRAsst. FPD
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
	3.2 Conduct preparations/test equipment maintenance.	None	2 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2 including agreed schedule of service.	None	20 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	SrSRS, SRS II, SRS I FPD



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	SSRS I, c.Aide Office of the Chief - FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	Administrative Officer IV Accounting Section
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP4,750.00 Student Rate: PHP3,800.00	30 Minutes	Administrative Officer III Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide Office of the Chief, FPD
	7.2 Receive sample and conduct service.	None	1 Day	SrSRS, SRS II, SRS I, SRAsst. FPD
8. Return to researcher concerned to receive service report.	8.1 Prepare service report.	None	10 Days	SrSRS, SRS II, SRS I, SRAsst. FPD
	8.2 Issue service report and file receiving copy.	None	30 Minutes	SrSRS, SRS II, SRS I, SRAsst. Sc. Aide FPD
	8.3 Photocopy receiving service report.	None	3 Minutes	SRS I, Sc.Aide Office of the Chief, FPD



9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	SrSRS, SRS II, SRS I, SRAsst., Sc. Aide FPD
TOTAL:		Regular Rate: PHP4,750.00 Student Rate: PHP3,800.00	16 Days, 4 Hours and 17 Minutes	



6. Shelf Life Validation (Comparative Evaluation of Retained Samples-MC, a_w at CMC)

This type of shelf life analysis is conducted for products with retained samples. Different age (0 to target end of shelf life, at least 4 points) of products will be evaluated using the same parameters and the shelf life will be estimated based on these results. The assumption is that each batch underwent same process of preparations.

Office or Division:	Food Processing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of intent (1 original)		Client		
2) Sample (500grams/product)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official receipt (1 original, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Accomplishment report (1 original for client, 2 photocopies for Researcher/Section and Division concerned)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev. 2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	1 Hour	SRS II, SRA FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSRS, SRS II, SRS I, SRA FPD – Product Development Section
3. Provide schedule confirmation for conduct of service	3.1 Check available schedule for the submission of client's samples.	None	2 Days	SrSRS, SRS II, SRS I, SRA FPD – Product Development Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	10 Minutes	SRS II SRA, Sc.Aide FPD
5. Submit duly accomplished ITDI-F2 to Researcher concerned for .	5.1 Receive the duly accomplished ITDI-F2.	N None	10 Minutes	SRS II SRA, Sc.Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	10 Minutes	SRS II SRA, Sc.Aide FPD
	5.3 Researcher concerned will sign ITDI-F2 including agreed schedule of service.	None	10 Minutes	SRS II SRA, Sc.Aide FPD



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	5 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.5 Control numbering at FPD – OC.	None	5 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	5.6 Processing of order of payment at Accounting.	None	10 Minutes	Administrative Officer IV Accounting Section
6. Pay the required fees.	6.1 Issue official receipt.	Regular Rate: PHP10,905 Student Rate: PHP9,020	5 Minutes	Administrative Officer III - Cashier
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned.	7. 1 Photocopy OR and ITDI-F2 (4 copies) and receive sample	None	5 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	Concerned researcher conduct service.	None	66 Days	SRS II, SRA FPD – Product Development Section
8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	8.1 Issue accomplishment report and product (if there is a product produced).	None	10 Minutes	SRS II, SRA FPD – Product Development Section



9. Fill-out FM-QMS-F2 rev. 2	9.1 Receive the duly accomplished FM-QMS-F2 rev. 2.	None	5 Minutes	<i>SRS II</i> <i>SRA, Sc.Aide</i> <i>FPD</i>
TOTAL:		Regular Rate PHP10,905 Student Rate PHP9,020	69 Days, 2 Hours and 25 Minutes	

Service Name is qualified for multi-stage process.

Service is covered under AO No. 003 s2015



7. Shelf Life Validation (Moisture Acceleration Method Using Novasina)

This type of analysis is for powder samples packed in flexible packaging materials. The product to be analyzed should have passed the microbiological tests and the moisture content must be equal to the specified Moisture Content of the product based on Philippine National Standards (PNS) if available.

Office or Division:	Food Processing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent (1 original)		Client		
Sample (1 kg/sample)		Client		
Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
Order of payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
Official receipt (1 original, 1 photocopy for FPD)		ITDI/2 nd floor NML Bldg./Cashier		
Accomplishment report (1 original for client, 2 photocopies for Researcher/Section and Division concerned)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
Customer satisfaction survey form, FM-QMS-F2 rev. 2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall	1.1 Assist client on their inquiry.	None	1 Hour	SRS II, SRA



be discussed during inquiry).				FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	SrSRS, SRS II, SRS I, SRA FPD – Product Development Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule for the submission of client's samples.	None	2 Days	SrSRS, SRS II, SRS I, SRA FPD – Product Development Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	10 Minutes	SRS II SRA, Sc.Aide FPD
5. Submit duly accomplished ITDI-F2 to Researcher concerned for.	5.1 Receive the duly accomplished ITDI-F2.	None	10 Minutes	SRS II SRA, Sc.Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	10 Minutes	SRS II SRA, Sc.Aide FPD
	5.3 Researcher concerned will sign ITDI-F2 including agreed schedule of service.	None	10 Minutes	SRS II SRA, Sc.Aide FPD



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	5 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.5 Control numbering at FPD – OC.	None	5 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	5.6 Processing of order of payment at Accounting.	None	10 Minutes	Administrative Officer IV Accounting Section
6. Pay the required fees.	6.1 Issue official receipt.	Regular Rate: PHP29,260 Student Rate: PHP23,407	5 Minutes	Administrative Officer III - Cashier
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned	7. 1 Photocopy OR and ITDI-F2 (4 copies) and receive sample. Concerned researcher conduct service.	None None	5 Minutes 88 Days	SRS I, Sc.Aide FPD – Office of the Chief SRS II, SRA FPD – Product Development Section
8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced)	8.1 Issue accomplishment report and product. (if there is a product produced).	None	30 Minutes	SRS II, SRA FPD – Product Development Section



9. Fill-out FM-QMS-F2 rev. 2	9.1 Receive the duly accomplished FM-QMS-F2 rev. 2.	None	5 Minutes	<i>SRS II</i> <i>SRA, Sc.Aide</i> FPD
TOTAL:		Regular Rate: PHP29,260 Student Rate: PHP23,407	91 Days, 2 Hours. and 40 Minutes.	

Service Name is qualified for multi-stage process.
Service is covered under AO No. 003 s2015



8. Use of Band Sealer

Render the use of band sealer for food product packaging as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 300 samples per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specification shall be discussed during inquiry)	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2 .	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV Accounting Section Staff</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP3,224.00 Student Rate: PHP2,579.00	30 Minutes	<i>Administrative Officer III – Cashier</i>
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
		None	1 Day	<i>Sr SRS, SRS II, SRS I</i>



	7.2 Receive sample and conduct service.			FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP3,224.00 Student Rate: PHP2,579.00	6 Days, 3 Hours and 57 Minutes	



9. Use of Basket Centrifuge

Render the use of basket centrifuge for separation or extraction by density of food materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process Approximately 50 kilograms sample per hour		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (samples specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client. 3.2 Conduct preparations/facility maintenance for the service requested.	None None	2 Days 2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section <i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2. 5.2 Check entry and fill-out ITDI section in ITDI-F2.	None None	3 Minutes 20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief <i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP3,040.00 Student Rate: PHP4,432.00	30 Minutes	<i>Administrative Officer III</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP3,040.00 Student Rate: PHP4,432.00	6 Days, 3 Hours and 57 Minutes	



10. Use of Cacao Roaster Machine

Render the use of ITDI-developed cacao roaster with LPG source for roasting cacao beans to desire temperature.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 10 kilograms cacao beans per batch, approximately 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (samples specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I



discussed during inquiry).	scope and material specification of service.			FPD – Food Engineering Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2. 1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations / facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	FPD – Food Engineering Section
	5.5 Control numbering at FPD-OC.	None	30 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	SRS I, Sc.Aide FPD – Office of the Chief Administrative Officer IV Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP1,547.00 Student Rate: PHP1,238.00 <i>LPG to be shouldered in kind by client</i>	30 Minutes	Administrative Officer III – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i>	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



and receive product / output.	8.2 Issue product / output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP1,547.00 Student Rate: PHP1,238.00 <i>LPG to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



11. Use of Colloid Mill

Render the use of colloid mill for fine grinding or mixing of semi-liquid food materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 20 liters per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specification shall be	1. 1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client. 3.2 Conduct preparations/facility maintenance for the service requested.	None None	2 Days 2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2. 5.2 Check entry and fill-out ITDI section in ITDI-F2. 5.3 Researcher concerned will sign ITDI-F2.	None None None	3 Minutes 20 Minutes 3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief <i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP1,533.00 Student Rate: PHP1,226.00	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i>



				FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS- F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP1,533.00 Student Rate: PHP1,226.00	6 Days, 3 Hours and 57 Minutes	



12. Use of DOST-Developed Freeze Dryer (1-day Operation)

Render the use of DOST-developed freeze dryer (1 Day) for low temperature dehydration of food grade materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 4 kilograms sample)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specification shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I, Sc.</i> <i>Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc.</i> <i>Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc.</i> <i>Aide</i> FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV Accounting Section Staff</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP4,517.00 Student Rate: PHP3,613.00	30 Minutes	<i>Administrative Officer III – Cashier</i>
7. Present OR and ITDI-F2 and submit sample/s to process	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>
	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>



9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP4,517.00 Student Rate: PHP3,613.00	6 Days, 3 Hours and 57 Minutes	



13. Use of DOST-Developed Freeze Dryer (2-Day Operation)

Render the use of DOST-developed freeze dryer (2 Days) for low temperature dehydration of food grade materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process Up to 4 kilograms sample		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specification shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



2. Submit Letter of Intent with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i>



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	FPD – Food Engineering Section
	5.5 Control numbering at FPD-OC.	None	30 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	SRS I, Sc.Aide FPD – Office of the Chief Administrative Officer IV Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP7,704.00 Student Rate: PHP6,163.00	30 Minutes	Administrative Officer III – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	Depending on number of operating Days spent for the sample to dry	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
10. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I



				FPD – Food Engineering Section
11. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP7,704.00 Student Rate: PHP6,163.00	7 Days, 3 Hours and 57 Minutes	



14. Use of DOST-Developed Freeze Dryer (3-Day Operation)

Render the use of DOST-developed freeze dryer (3 Days) for low temperature dehydration of food grade materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 4 kilograms sample)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specification shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client. 3.2 Conduct preparations/facility maintenance for the service requested.	None None	2 Days 2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section <i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2. 5.2 Check entry and fill-out ITDI section in ITDI-F2.	None None	3 Minutes 20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD <i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP10,572.00 Student Rate: PHP8,458.00	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	3 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i>



				FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP10,572.00 Student Rate: PHP8,458.00	8 Days, 3 Hours and 57 Minutes	



15. Use of DOST-Developed Freeze Dryer (4-day Operation)

Render the use of DOST-developed freeze dryer (4 Days) for low temperature dehydration of food grade materials as applicable.

Office or Division:	Food Processing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 4 kilograms sample)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
		None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i>



	5.3 Researcher concerned will sign ITDI-F2.			FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	Administrative Officer IV Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP13,442.00 Student Rate: PHP10,754.00	30 Minutes	Administrative Officer III – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	4 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I



				FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS- F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP13,442.00 Student Rate: PHP10,754.00	9 Days, 3 Hours and 57 Minutes	



16. Use of DOST-Developed Vacuum Fryer

Render the use of DOST-developed vacuum fryer with LPG source for deep-frying under vacuum conditions as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 10 kilograms per batch, approximately 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
		None	3 Minutes	



	5.3 Researcher concerned will sign ITDI-F2.			<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer</i> IV Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP4,647.00 Student Rate: PHP3,718.00 <i>LPG and cooking oil to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.		1 Day	<i>Sr SRS, SRS II, SRS I</i>



				FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP4,647.00 Student Rate: PHP3,718.00 <i>LPG and cooking oil to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



17. Use of DOST-Developed Water Retort

Render the use of DOST-developed water retort for sterilization of packaged food products as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 80 product samples in bottle per batch, 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV Accounting Section Staff</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP3,668.00 Student Rate: PHP2,935.00 <i>LPG to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III – Cashier</i>
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies)	None	3 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>



	7.2 Receive sample and conduct service	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP3,668.00 Student Rate: PHP2,935.00 <i>LPG to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



18. Use of Drum Drying Facilities

Render the use of drum drying facilities for drying liquids from raw food material input, usually in the form of puree or slurry, to produce sheets or flakes as output known as drum-dried products.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 100 liters sample per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I



discussed during inquiry).	scope and material specification of service.			FPD – Food Engineering Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.3 Researcher concerned will sign ITDI-F2.			



	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.5 Control numbering at FPD-OC.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
		None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP7,668.00 Student Rate: PHP6,134.00 <i>diesel for boiler to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III</i> – Cashier



7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP7,668.00 Student Rate: PHP6,134.00 <i>diesel for boiler to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



19. Use of Extractor / Screw Press

Render the use of extractor/screw press for extraction involving food-grade material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 20 kilograms sample per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP2,085.00 Student Rate: PHP1,668.00	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP2,085.00 Student Rate: PHP1,668.00	6 Days, 3 Hours and 57 Minutes	



20. Use of Facilities for Vinegar Processing Using Acetator Kit

Render the use of facilities required to produce vinegar using the Acetator Kit developed by ITDI-DOST.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 180 liters per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client. 3.2 Conduct preparations/facility maintenance for the service requested.	None None	2 Days 2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section <i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2. 5.2 Check entry and fill-out ITDI section in ITDI-F2.	None None	3 Minutes 20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD <i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP4,759.00 Student Rate: PHP3,807.00	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i>	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



and receive product/output.	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP4,759.00 Student Rate: PHP3,807.00	6 Days, 3 Hours and 57 Minutes	



21. Use of FIC Electric Cabinet Dryer

Render the use of electric cabinet dryer at FIC for convection-type dehydration of food-grade material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Up to 60 kilograms sample)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
		None	3 Minutes	Sr SRS, SRS II, SRS I



	5.3 Researcher concerned will sign ITDI-F2.	None	10 Minutes	FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.			Chief/OIC, Section Head, SRS I, Sc.Aide FPD
	5.5 Control numbering at FPD-OC.			SRS I, Sc.Aide FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.			Administrative Officer IV Accounting Section Staff
6. Pay the required fees.	6. Issue Official Receipt.	8-Hour operation Regular Rate: PHP4,052.00 Student Rate: PHP3,241.00	30 Minutes	Administrative Officer III – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	SRS I, Sc.Aide FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.			Sr SRS, SRS II, SRS I



		None	10 Minutes	FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		8-Hour operation Regular Rate: PHP4,052.00 Student Rate: PHP3,241.00	6 Days, 3 Hours and 57 Minutes	



22. Use of Homogenizer

Render the use of homogenizer for particle size reduction and thorough mixing of food-grade material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 20 liters sample per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	FPD <i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV Accounting Section Staff</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP3,591.00 Student Rate: PHP2,873.00	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i>	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



and receive product/output.	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP3,591.00 Student Rate: PHP2,873.00	6 Days, 3 Hours and 57 Minutes	



23. Use of Hydraulic Press

Render the use of hydraulic press for extraction involving food-grade material as applicable

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 30 kilograms sample per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6. Issue Official Receipt.	Regular Rate: PHP2,536.00 Student Rate: PHP2,028.00	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies)	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i>	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



and receive product/output.	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP2,536.00 Student Rate: PHP2,028.00	6 Days, 3 Hours and 57 Minutes	



24. Use of Pin Mill

Render the use of pin mill for grinding food-grade material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 20 kilograms sample per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt	Regular Rate: PHP2,204.00 Student Rate: PHP1,763.00	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	<i>Sr SRS, SRS II, SRS I</i>



				FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS- F2 rev.2.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP2,204.00 Student Rate: PHP1,763.00	6 Days, 3 Hours and 57 Minutes	



25. Use of Pressure Canner

Render the use of pressure canner - 41 Quartz All-American No.941, for sterilization of packaged food products as applicable

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 30 product samples in bottle per batch, 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	scope and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP1,519.00 Student Rate: PHP1,216.00 <i>LPG to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP1,519.00 Student Rate: PHP1,216.00 <i>LPG to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



26. Use of Rotavapor and Refractometer

Rotavapor are used for the efficient and gentle removal of solvents from samples by evaporation. The solvents or low boiling compounds are removed by a simple distillation. The rotavapor is designed to be operated under a vacuum (to lower a compound's boiling point) while heating the sample at the same time.

Office or Division:	Food Processing Division			
Classification:	complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample (500ml. per sample)				
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	1 Hour	SRS II, SRA FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
3. Provide schedule confirmation for conduct of service	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Product Development Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	10 Minutes	SRS II, SRA, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to Researcher concerned for.	5.1 Receive the duly accomplished ITDI-F2.	None	10 Minutes	SRS II, SRA, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	5 Minutes	SRS II, SRA, Sc. Aide FPD



	5.3 Researcher concerned will sign ITDI-F2 including agreed schedule of service.	None	5 Minutes	<i>SRS II, SRA FPD – Product Development Section</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	5 Minutes	<i>Chief/OIC/ SRS II, SRA, Sc. Aide FPD</i>
	5.5 Control numbering at FPD-OC	None	5 Minutes	<i>SRS I, Sc. Aide FPD</i>
	5.6 Processing of order of payment at Accounting.	None	10 Minutes	<i>Administrative Officer IV Accounting Section</i>
6. Pay the required fees.	6.1 Issue official receipt.	Regular Rate: 3,437 Student Rate: 2,750	5 Minutes	<i>Administrative Officer III - Cashier</i>
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned.	7.1 Photocopy OR and ITDI-F2 (4 copies) and receive sample.	None	5 Minutes	<i>SRS I, Sc. Aide FPD</i>
	7.2 Concerned researcher conduct service.	None	8 Hours	<i>SRS II, SRA FPD – Product Development Section</i>



8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	8.1 Issue accomplishment report and product (if there is a product produced).	None	30 Minutes	<i>SRS II, SRA, Sc. Aide FPD</i>
9. Fill-out FM-QMS-F2 rev. 2.	9.1 Receive the duly accomplished FM-QMS-F2 rev. 2	None	5 Minutes	<i>SRS II, SRA, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP3,437 Student Rate: PHP2,750	5 Days, 10Hours and 35min	



27. Use of Semi-Automatic Metal Can Seamer

Render the use semi-automatic metal can seamer for food packaging in metal cans with adjustable parts for different can sizes as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 120 cans per hour)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope and material specification of service.	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide FPD</i>
	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I FPD – Food Engineering Section</i>
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide FPD</i>
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV Accounting Section Staff</i>
6. Pay the required fees.	6. Issue Official Receipt	Regular Rate: PHP5,479.00 Student Rate: PHP4,383.00	30 Minutes	<i>Administrative Officer III – Cashier</i>
7. Present OR and ITDI-F2 and submit sample/s to process	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide FPD – Office of the Chief</i>
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i>



				FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP5,479.00 Student Rate: PHP4,383.00	6 Days, 3 Hours and 57 Minutes	



28. Use of Spray Drying Facilities (Small)

Render the use of spray drying facilities for producing dry powder from food-grade liquid solution or mixture as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 15 liters sample per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



	and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I,</i> <i>Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6. Issue Official Receipt.	Regular Rate: PHP5,327.00 Student Rate: PHP4,262.00 <i>LPG to shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief <i>Sr SRS, SRS II, SRS I</i>



	7.2 Receive sample and conduct service.	None	1 Day	FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP5,327.00 Student Rate: PHP4,262.00 LPG to shouldered in kind by client	6 Days, 3 Hours and 57 Minutes	



29. Use of Steam Jacketed Kettle (Small)

Render the use of small steam jacketed kettle for controlled heating of food-grade liquid or semi-liquid material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 30 liters sample per batch, 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be	1.1 Attend to client inquiry, including discussion of scope	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



discussed during inquiry).	and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6. Issue Official Receipt.	Regular Rate: PHP2,894.00 Student Rate: PHP2,315.00 <i>diesel for boiler to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III –</i> Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	7.2 Receive sample and conduct service.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section



8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i> .	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP2,894.00 Student Rate: PHP2,315.00 <i>diesel for boiler to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



30. Use of Steam Jacketed Kettle with Stirrer (150-Liter Capacity)

Render the use of steam jacketed kettle with stirrer for controlled heating of food-grade liquid or semi-liquid material as applicable.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample/s to process (Approximately 150 liters sample per batch, 4 batches per day run)		Client		
3) Request for Technical Service form, ITDI-F2 (1 original, 3 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/2 nd floor NML Bldg./Accounting Section		
5) Official Receipt (1 original for client, 1 photocopy for FD)		ITDI/2 nd floor NML Bldg./Cashier		
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) Customer satisfaction survey form, FM-QMS-F2 rev.2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Attend to client inquiry, including discussion of scope	None	1 Hour	Sr SRS, SRS II, SRS I FPD – Food Engineering Section



	and material specification of service.			
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	1 Day	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
4. Fill-out customer section on ITDI-F2.	4.1 Give a copy of ITDI-F2 to client.	None	30 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2 to researcher concerned.	5.1 Receive the duly accomplished ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
	5.2 Check entry and fill-out ITDI section in ITDI-F2.	None	20 Minutes	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD



	5.3 Researcher concerned will sign ITDI-F2.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD – Food Engineering Section
	5.4 Division Chief/OIC/Section Head will sign ITDI-F2.	None	10 Minutes	<i>Chief/OIC, Section Head, SRS I, Sc.Aide</i> FPD
	5.5 Control numbering at FPD-OC.	None	30 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
	5.6 Processing of Order of Payment at Accounting.	None	30 Minutes	<i>Administrative Officer IV</i> Accounting Section Staff
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP5,593.00 Student Rate: PHP4,474.00 <i>diesel for boiler to be shouldered in kind by client</i>	30 Minutes	<i>Administrative Officer III</i> – Cashier
7. Present OR and ITDI-F2 and submit sample/s to process.	7.1 Photocopy OR and ITDI-F2 (4 copies).	None	3 Minutes	<i>SRS I, Sc.Aide</i> FPD – Office of the Chief
		None	1 Day	



	7.2 Receive sample and conduct service.			Sr SRS, SRS II, SRS I FPD – Food Engineering Section
8. Return to researcher concerned to sign <i>Production Data form</i> and receive product/output.	8.1 Receive and check the duly signed <i>Production Data form</i>	None	3 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
	8.2 Issue product/output.	None	10 Minutes	Sr SRS, SRS II, SRS I FPD – Food Engineering Section
9. Fill-out FM-QMS-F2 rev.2.	9.1 Receive the duly accomplished FM-QMS-F2 rev.2.	None	5 Minutes	Sr SRS, SRS II, SRS I, Sc. Aide FPD
TOTAL:		Regular Rate: PHP5,593.00 Student Rate: PHP4,474.00 <i>diesel for boiler to be shouldered in kind by client</i>	6 Days, 3 Hours and 57 Minutes	



31. Use of Vacuum Frying Facilities

Render the use of vacuum frying facilities with boiler-operated equipment for deep-frying under vacuum conditions as applicable.

Office or Division:	Food Processing Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (1 original), includes company logo or school logo (duly signed by adviser/teacher), as applicable, and contact details		Client
2) Sample/s to process 3) (Approximately 5 kilograms sample per batch, 5 batches per day run)		Client
4) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
5) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section
6) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section
7) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
8) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry	1.1 Attend to customer inquiry, including discussion of scope and procedure for use of facilities. 1.2 Conduct facility tour, as necessary.	None	1 hour	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
2. Prepare and submit <i>Letter of Intent</i> addressed to DOST-ITDI Director.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 minutes	<i>Chief/OIC, SRS I, Sc. Aide</i> FPD - Office of the Chief
3. Set schedule for conduct of service agreeable to both client and FPD staff, including update/final confirmation of schedule.	3.1 Check and coordinate available schedule of the facility, researcher assigned & operator, then confirm to customer. 3.2 Conduct service preparations.	None None	10 minutes 45 minutes (paused-clock)	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section <i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide</i> FPD - Food Engineering Section
4. Fill-out customer section on ITDI-F2 via Technical Service Information System (TSIS).	4.1 Provide assistance in using the TSIS client desktop computer.	None	3 Minutes	<i>SRS II, SRS I, SRA, Sc. Aide</i> FPD



5. Check correctness of entry and submit duly accomplished ITDI-F2 via Technical Service Information System (TSIS).	5.1 Open TSIS analyst portal, check details of technical service request entry and fill-out ITDI section of the same form.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide FPD</i>
	5.2 Print 3 original copies of ITDI-F2. Researcher concerned will sign the form.	None	1 minute (paused-clock)	<i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide FPD</i>
	5.3 Division Chief/OIC and Section Head will sign ITDI-F2.	None	1 minute (paused-clock)	<i>Chief/OIC, Section Head, SRS I, Sc. Aide FPD</i>
	5.4 Processing of Order of Payment at Accounting.	None	Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	<i>Administrative Officer IV Finance and Management (FMD) - Accounting Section</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP7,582.00 Student Rate: PHP6,066.00 <i>diesel for boiler and cooking oil</i>	Refer to Issuance of Official Receipt to Customer Availing ITDI's Technical Services, Finance and Management	<i>Administrative Officer III Finance and Management (FMD) - Cashier Section</i>



		<i>to be shouldered in kind by client</i>	Division (FMD) Service Specification	
7. Present Official Receipt (OR) and ITDI-F2 to FPD concerned staff.	7.1 Check and photocopy OR and ITDI-F2.	None	1 Minute <i>Upon return to FPD-Office of the Chief from FMD-Cashier Section</i>	<i>SRS I, Sc. Aide</i> FPD - Office of the Chief
Submit samples to be processed. Samples handling during operation of the facility may be required or necessary as agreed upon by client and assigned FPD staff.	7.2 Receive and check samples. Conduct service.	None	1 day	<i>Sr SRS, SRS II, SRA, SRS I, Sc. Aide</i> FPD - Food Engineering Section
8. Return to researcher concerned to complete and sign <i>Production Data form</i> .	8.1 Receive, check client entry and sign <i>Production Data form</i> .	None	2 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
Receive product/output.	8.2 Issue product/output.	None	2 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2.	None	1 Minute	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD



TOTAL:	Regular Rate: PHP 7,582.00 Student Rate: PHP 6,066.00 <i>diesel for boiler and cooking oil to be shouldered in kind by client</i>	1 Day, 2 Hours and 14 Minutes (with paused-clock)	



32. Use of Vacuum Sealer

Render the use of vacuum sealer for food product packaging as applicable.

Office or Division:	Food Processing Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (1 original), includes company logo or school logo (duly signed by adviser/teacher), as applicable, and contact details		Client
9) Sample/s to process 2) (Approximately 240 product samples per hour)		Client
3) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
4) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section
5) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section
6) Production Data form (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
7) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry	1.1 Attend to customer inquiry, including discussion of scope and procedure for use of facilities. 1.2 Conduct facility tour, as necessary.	None	1 hour	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
2. Prepare and submit <i>Letter of Intent</i> addressed to DOST-ITDI Director.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 minutes	<i>Chief/OIC, SRS I, Sc. Aide</i> FPD - Office of the Chief
3. Set schedule for conduct of service agreeable to both client and FPD staff, including update/final confirmation of schedule.	3.1 Check and coordinate available schedule of the facility, researcher assigned & operator, then confirm to customer. 3.2 Conduct service preparations.	None None	10 minutes 45 minutes (paused-clock)	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section <i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide</i> FPD - Food Engineering Section
4. Fill-out customer section on ITDI-F2 via Technical Service Information System (TSIS).	4.1 Provide assistance in using the TSIS client desktop computer.	None	3 Minutes	<i>SRS II, SRS I, SRA, Sc. Aide</i> FPD



5. Check correctness of entry and submit duly accomplished ITDI-F2 via Technical Service Information System (TSIS).	5.1 Open TSIS analyst portal, check details of technical service request entry and fill-out ITDI section of the same form.	None	3 Minutes	<i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide FPD</i>
	5.2 Print 3 original copies of ITDI-F2. Researcher concerned will sign the form.	None	1 minute (paused-clock)	<i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide FPD</i>
	5.3 Division Chief/OIC and Section Head will sign ITDI-F2.	None	1 minute (paused-clock)	<i>Chief/OIC, Section Head, SRS I, Sc. Aide FPD</i>
	5.4 Processing of Order of Payment at Accounting.	None	Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	<i>Administrative Officer IV Finance and Management (FMD) - Accounting Section</i>
6. Pay the required fees.	6.1 Issue Official Receipt.	Regular Rate: PHP 3,055.00 Student Rate: PHP 2,444.00	Refer to Issuance of Official Receipt to Customer Availing ITDI's Technical Services, Finance and Management Division (FMD)	<i>Administrative Officer III Finance and Management (FMD) - Cashier Section</i>



			Service Specification	
7. Present Official Receipt (OR) and ITDI-F2 to FPD concerned staff. Submit samples to be processed. Samples handling during operation of the facility may be required or necessary as agreed upon by client and assigned FPD staff.	7.1 Check and photocopy OR and ITDI-F2.	None	1 Minute <i>Upon return to FPD-Office of the Chief from FMD-Cashier Section</i>	<i>SRS I, Sc. Aide</i> FPD - Office of the Chief
	7.2 Receive and check samples. Conduct service.	None	1 day	<i>Sr SRS, SRS II, SRA, SRS I, Sc. Aide</i> FPD - Food Engineering Section
8. Return to researcher concerned to complete and sign <i>Production Data form</i> . Receive product/output.	8.1 Receive, check client entry and sign <i>Production Data form</i> .	None	2 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
	8.2 Issue product/output.	None	2 Minutes	<i>Sr SRS, SRS II, SRS I</i> FPD - Food Engineering Section
9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2.	None	1 Minute	<i>Sr SRS, SRS II, SRS I, Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP3,055.00 Student Rate: PHP2,444.00	1 Day, 2 Hours and 14 Minutes <i>(with paused-clock)</i>	



33. Color Determination

Color measurement of food products has been used as an indirect measure of other quality attributes such as flavor and contents of pigments because it is simpler, faster and correlates well with other physicochemical properties.

Color may be determined using a simple color chart where foods are visually matched against a target color, or by instrumentation. In this lab, we will be using instrumentation using a colorimeter. The device provides a more objective measure compared to the color chart method. Using a colorimeter, color is reported in L*, a* and b* values.

Office or Division:	Food Processing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (1 original)		Client
2) Sample (approx. 50 grams per sample)		Client
3) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
4) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section
5) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section
6) Accomplishment report (1 original, 2 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge



7) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	20 Minutes	SRS II, SRA FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 Minutes	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
4. Fill-out customer section on ITDI-F2 via	4. Give a copy of ITDI-F2 to client.	None	3 Minutes	SRS II, SRA, Sc. Aide FPD



Technical Service Information System.				
5. Submit duly accomplished ITDI-F2 to Researcher concerned for.	5.1 Review / Check entries in the accomplished form, researcher shall affix signature before the Division Chief / OIC signs. 5.2 Processing of order of payment at Accounting	None None	2 Minutes Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	<i>SRS II</i> <i>SRA, Section Head,</i> <i>SRS I, Sc.Aide FPD</i> <i>Chief/OIC</i> <i>FPD – Office of the Chief</i> <i>Administrative Officer IV</i> <i>Accounting Section</i>
6. Pay the required fees	6. Issue official receipt.	Regular Rate: PHP 1,122.00 Student Rate: PHP 898.00	5 Minutes	<i>Administrative Officer III -</i> <i>Cashier</i>
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned	7.1 Photocopy OR and ITDI-F2 and receive sample 7.2 Concerned researcher conduct service	None None	1 day, 1 Hour (paused-clock)	<i>SRS I, Sc. Aide</i> <i>FPD</i> <i>SRS II, SRA</i> <i>FPD – Product Development Section</i>
8. Return to Researcher concerned for the	8. Issue accomplishment report and product	None	5 Minutes	<i>SRS II, SRA, Sc. Aide</i> <i>FPD</i>



release of accomplishment report and product (if there is a product produced)	(if there is a product produced)			
9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2.	None	5 Minutes	<i>SRS II, SRA, Sc. Aide FPD</i>
TOTAL:		Regular Rate: PHP 1,122.00 Student Rate: PHP 898.00	5 Days, 1 Hour and 45 Minutes (with paused-clock)	



34. Moisture Analysis

The moisture content is determined by measuring the mass of a food before and after the water is removed by evaporation.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample (approx. 50 grams per sample)		Client		
3) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section		
5) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section		
6) Accomplishment report (1 original, 2 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	30 Minutes	<i>SRS II, SRA</i> FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
4. Fill-out customer section on ITDI-F2 via Technical Service Information System (TSIS).	4.1 Give a copy of ITDI-F2 to client.	None	3 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-F2	5.1 Review / Check entries in the accomplished form, researcher shall affix signature	None	2 Minutes	<i>SRS II</i> <i>SRA, Section Head, SRS I, Sc.Aide</i> FPD



to Researcher concerned for.	before the Division Chief / OIC signs. 5.2 Processing of order of payment at Accounting	None	Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	<i>Chief/OIC</i> FPD – Office of the Chief <i>Administrative Officer IV</i> Accounting Section
6. Pay the required fees.	6.1 Issue official receipt.	Regular Rate: PHP 414.00 Student Rate: PHP 331.00	5 Minutes	<i>Administrative Officer III</i> - Cashier
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned.	7.1 Photocopy OR and ITDI-F2 and receive sample. Concerned researcher conduct service.	None None	5 Minutes 1 Day, 40 Minutes (paused-clock)	<i>Sc. Aide</i> FPD <i>SRS II, SRA</i> FPD – Product Development Section
8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	8.1 Issue accomplishment report and product (if there is a product produced).	None	5 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD



9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2.	None	5 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP 414.00 Student Rate: PHP 331.00	5 Days, 1 Hour and 35 Minutes (with paused-clock)	



35. Texture Measurement

Texture testing has applications across a wide range of food types, including baked goods, cereals, confectionaries, snacks, dairy, fruits, vegetables, gelatins, meat, poultry, fish, pasta, and even pet food. Since texture is a property related to the sense of touch, it can be measured easily by mechanical methods in units such as force. In food texture testing, standard tests such as compression, tension, and flexure are used to measure hardness, crispiness, crunchiness, softness, springiness, tackiness, and other properties of food.

Office or Division:	Food Processing Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Letter of Intent (1 original)		Client
2) Sample (approx. 50 grams per sample)		Client
3) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
4) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section
5) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section
6) Accomplishment report (1 original, 2 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge
7) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	30 Minutes	SRS II, SRA FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 Minutes	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	Sr SRS, SRS II, SRS I, SRA FPD – Product Development Section
4. Fill-out customer section on ITDI-F2 via Technical Service Information System (TSIS).	4. Give a copy of ITDI-F2 to client.	None	3 Minutes	SRS II, SRA, Sc. Aide FPD
5. Submit duly accomplished ITDI-F2 to Researcher concerned for.	5.1 Review / Check entries into the accomplished form,	None	2 Minutes	SRS II SRA, Section Head, SRS I, Sc.Aide FPD Chief/OIC



	researcher shall affix signature before the Division Chief / OIC signs. 5.2 Processing of order of payment at Accounting	None	Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	FPD – Office of the Chief <i>Administrative Officer IV</i> Accounting Section
6. Pay the required fees.	6. Issue official receipt.	Regular Rate: PHP 1,352.00 Student Rate: PHP 1,082.00	5 Minutes	<i>Administrative Officer III</i> - Cashier
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned.	7.1 Photocopy OR and ITDI-F2 and receive sample. Concerned researcher conduct service.	None None	 1 Day, 50 Minutes (paused-clock)	<i>SRS I, Sc. Aide</i> FPD <i>SRS II, SRA</i> FPD – Product Development Section
8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	8. Issue accomplishment report and product. (if there is a product produced)	None	5 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD



9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2.	None	5 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD
TOTAL:		Regular Rate: PHP 1,352.00 Student Rate: PHP 1,082.00	5 Days, 1 Hour and 45 Minutes (with paused-clock)	



36. Water Activity Test (a_w)

This method is a measurement relating to the free, unbound water present in food and food products. The atmosphere of a special sampling cell is evacuated, repressurized, and measured manometrically. The results are correlated to water activity in the sample.

Office or Division:	Food Processing Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to General Public G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of Intent (1 original)		Client		
2) Sample (approx. 50 grams per sample)		Client		
3) Request for Technical Service form, ITDI-F2 (3 original printed copies) via Technical Service Information System (TSIS)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
4) Order of Payment (1 original)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Accounting Section		
5) Official Receipt (1 original, 1 photocopy)		ITDI/Finance and Management Division (FMD), 2 nd floor NML Building/Cashier Section		
6) Accomplishment report (1 original, 2 photocopies)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
7) External/Internal Customer Satisfaction Survey Form, QMS-FPD-F2 (1 original)		ITDI/Food Processing Division (FPD)/Visitor's Lounge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (sample specifications shall be discussed during inquiry).	1.1 Assist client on their inquiry.	None	30 Minutes	<i>SRS II, SRA</i> FPD – Product Development Section
2. Submit <i>Letter of Intent</i> with client's contact details addressed to ITDI Director. For student, letter must include school logo and duly signed by adviser/teacher.	2.1 Reply confirmation for receiving the letter and forward to researcher and section head concerned.	None	5 Minutes	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
3. Provide schedule confirmation for conduct of service.	3.1 Check available schedule and confirm scheduled date to client.	None	2 Days	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
	3.2 Conduct preparations/facility maintenance for the service requested.	None	2 Days	<i>Sr SRS, SRS II, SRS I, SRA</i> FPD – Product Development Section
4. Fill-out customer section on ITDI-F2 via Technical Service Information System (TSIS).	4. Give a copy of ITDI-F2 to client	None	3 Minutes	<i>SRS II, SRA, Sc. Aide</i> FPD
5. Submit duly accomplished ITDI-	5.1 Review / Check entries int the accomplished form, researcher	None	2 Minutes	<i>SRS II</i> <i>SRA, Section Head,</i>



F2 to Researcher concerned for.	shall affix signature before the Division Chief / OIC signs.			<i>SRS I, Sc.Aide FPD Chief/OIC FPD – Office of the Chief</i>
	5.2 Processing of order of payment at Accounting	None	Refer to Processing of Order of Payment, Finance and Management Division (FMD) Service Specification	<i>Administrative Officer IV Accounting Section</i>
6. Pay the required fees.	6. Issue official receipt.	Regular Rate: PHP 1,463.00 Student Rate: PHP 1,170.00	5 Minutes	<i>Administrative Officer III - Cashier</i>
7. Present OR and ITDI-F2 to researcher and submit sample to Researcher concerned.	7.1 Photocopy OR and ITDI-F2 and receive sample. Concerned researcher conduct service.	None None	1 Day, 55 Minutes (paused-clock)	<i>Sc. Aide FPD SRS II, SRA FPD – Product Development Section</i>
8. Return to Researcher concerned for the release of accomplishment report and product (if there is a product produced).	8. Issue accomplishment report and product (if there is a product produced).	None	5 Minutes	<i>SRS II, SRA, Sc. Aide FPD</i>
9. Fill-out QMS-FPD-F2.	9.1 Receive the duly accomplished QMS-FPD-F2	None	5 Minutes	<i>SRS II, SRA, Sc. Aide FPD</i>



TOTAL:	Regular Rate: PHP 1,463.00 Student Rate; PHP 1,170.00	5 Days, 1 Hour and 50 Minutes (with paused-clock)	

**List of Food Processing Division (FPD)
Technical Services Thru Standardized Fees**



Technical Services		Responsible Person/s	Standardized Fees (PHP)	
			Client Rate	Student Rate
Thermal Validation				
1.	Heat Penetration Test (in-house)	FPD - Thermal Validation Team <i>Sr SRS, SRS II, SRS I</i>	10,000.00	8,000.00
2.	Heat Penetration Test (on-site)		10,000.00	8,000.00
3.	Heat Distribution Test (in-house)		10,000.00	8,000.00
4.	Heat Distribution Test (on-site)		10,000.00	8,000.00
5.	Lethality Monitoring during Thermal Processing		4,750.00	3,800.00
Shelf Life Testing				
6.	Shelf life Validation (comparative evaluation of retained samples-MC, a_w at CMC)	FPD - Product Development Section <i>Sr SRS, SRS II, SRS I, SRA</i>	10,905.00	9,020.00
7.	Shelf life Validation (Moisture Acceleration Method)		29,260.00	23,407.00
Use of Facilities				
8.	Use of Band Sealer	FPD - Food Engineering Section <i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide</i>	3,224.00	2,579.00
9.	Use of Basket Centrifuge		3,040.00	2,432.00
10.	Use of Cacao Roaster Machine		1,547.00	1,238.00
11.	Use of Colloid Mill		1,533.00	1,226.00
12.	Use of DOST-Developed Freeze Dryer (1-day Operation)		4,517.00	3,613.00
13.	Use of DOST-Developed Freeze Dryer (2-day Operation)		7,704.00	6,163.00
14.	Use of DOST-Developed Freeze Dryer (3-day Operation)		10,572.00	8,458.00
15.	Use of DOST-Developed Freeze Dryer (4-day Operation)		13,442.00	10,754.00
16.	Use of DOST-Developed Vacuum Fryer		4,647.00	3,718.00
17.	Use of DOST-Developed Water Retort		3,668.00	2,935.00
18.	Use of Drum Drying Facilities		7,668.00	6,134.00
19.	Use of Extractor / Screw Press		2,085.00	1,668.00
20.	Use of Facilities for Vinegar Processing using Acetator Kit		4,759.00	3,807.00
21.	Use of FIC Electric Cabinet Dryer (8-hr operation)		4,052.00	3,241.00
22.	Use of Homogenizer		3,591.00	2,873.00
23.	Use of Hydraulic Press		2,536.00	2,028.00
24.	Use of Pin Mill		2,204.00	1,763.00

**List of Food Processing Division (FPD)
Technical Services Thru Standardized Fees**



Technical Services		Responsible Person/s	Standardized Fees (PHP)	
			Client Rate	Student Rate
25.	Use of Pressure Canner	FPD - Food Engineering Section <i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide</i>	1,519.00	1,216.00
26.	Use of Rotavapor and Refractometer	FPD - Product Development Section <i>SRS II, SRS I, SRA</i>	3,437.00	2,750.00
27.	Use of Semi Automatic Metal Can Seamer	From FPD - Food Engineering Section <i>Sr SRS, SRS II, SRS I, SRA, Sc. Aide</i>	5,479.00	4,383.00
28.	Use of Spray Drying Facilities (small)		5,327.00	4,262.00
29.	Use of Steam Jacketed Kettle (small)		2,894.00	2,315.00
30.	Use of Steam Jacketed Kettle with Stirrer (150-L capacity)		5,593.00	4,474.00
31.	Use of Vacuum Frying Facilities (Japan)		7,582.00	6,066.00
32.	Use of Vacuum Sealer		3,055.00	2,444.00
Testing / Analysis				
33.	Color Determination	FPD - Product Development Section <i>Sr SRS, SRS II, SRS I, SRA</i>	1,122.00	898.00
34.	Moisture Analysis		414.00	331.00
35.	Texture Measurement		1,352.00	1,082.00
36.	Water Activity Test (a_w)		1,463.00	1,170.00

V. List of Services

D. MATERIAL SCIENCE DIVISION

External and Internal Services



Provision of R&D Technical Services thru Standardized Fees

Any assistance/services being provided to customer (i.e., individuals, industry/ business sectors, academe, non-government organizations, other government institutions/agencies). These include testing and analysis and use of facilities to provide technical support to different industry sectors, namely, material science and other related fields such as foods, packaging chemicals, environment and biotechnology.

I. Nanotechnology/Membrane Laboratory

A. These services are offered by MSD for Use of Facility to process materials

- A.1 Use of Compression Molding machine
- A.2 Use of Electrospinning apparatus
- A.3 Use of Grinder
- A.4 Use of Injection Molding Machine
- A.5 Use of Single Screw Extruder
- A.6 Use of Twin Screw Extruder
- A.7 Use of Two Roll Mill and Compression Machine
- A.8 Use of Vacuum Mixer

Office or Division:	Materials Science Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room



Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/ Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Exit Pass (2 original copies for client, 1 photocopy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the day will accommodate the client on their inquiry.	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel.	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2.	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher.	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login .	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building



	2.3 Print three(3) copies of generated pdf.	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2.	None	2 minutes	<i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E- payment.	3.1 Forward to accounting section for the processing of order of payment.	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	3.2 Issue official receipt (OR).		5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
4. Secure the original copy of OR and sign the receiving copy.	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy.	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>
5. No activity	5.1 Conduct the testing service	None	1day,1 hour (paused clock)	<i>MSD Technical Staff MSD Building</i>
6. Receive processed samples.	6.1 Give a copy of exit pass.	None	5 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	6.2 Receive and check entry of duly accomplished exit pass.	None	5 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>



	6.3 4 Division chief/ OIC/ Section head will sign the exit pass.	None	5 minutes	Chief SRS or Section head Staff Room, MSD Building
	6.4 Give processed samples.	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2).	7.1 Provide the client with QMS-MSD-F2. form	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees 		1 day, 2 hours, 9 minutes



A.9 Firing Using 5kW Kiln (Firing Temperature:800°C-1000°C)
A.10 Pot Milling of Mineral Powder, 500g – 1kg capacity (24 hours)

Office or Division:	Materials Science Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/ Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Exit Pass (2 original copies for client, 1 photocopy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	Officer of the day Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building



2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	<i>Chief SRS or Section head, activity leader</i> Staff Room, MSD Building
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building



4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief, MSD Building
5. No activity	5.1 Conduct the testing service	None	2 days,1 hour (paused clock)	<i>MSD Technical Staff</i> MSD Building
6. Receive processed samples	6.1 Give a copy of exit pass	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	6.2 Receive and check entry of duly accomplished exit pass	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	6.3 4 Division chief/ OIC/ Section head will sign the exit pass	None	5 minutes	<i>Chief SRS or Section head</i> Staff Room, MSD Building
	6.4 Give processed samples	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
TOTAL:		See attached and	2 days, 2 hours,	



	https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	9 minutes	



B. These services are offered by MSD for Testing/Analysis to characterize materials.

B.1 Determination of water absorption

B.2 Elemental Analysis by X-ray Fluorescence / Wave Dispersive (WD-XRF): one sample

B.3 Particle Size Analysis by Dynamic Light Scattering: One sample

B.4 Specular Gloss Measurement

Office or Division:	Materials Science Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITDI/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	Officer of the day Office of the Chief MSD Building
		None	2 minutes	MSD Technical Staff Office of the Chief



	1.2 Officer of the day will direct the client to appropriate technical personnel			MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	<i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-	5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>



		services/msd- standardized-fees		
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>
5. No activity	5.1 Conduct the testing service	None	5 hours (paused clock)	<i>MSD Technical Staff MSD Building</i>
6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	<i>Chief SRS / Sup. SRS Staff Room, MSD Building</i>
	6.3 Provide copy of approved/signed Report of Analysis to client	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>



TOTAL:	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	3 days, 6 hours, 2 minutes	

B.5 X-ray Diffraction Analysis (raw data-ASCII file)

Office or Division:	Materials Science Division		
Classification:	Complex		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room	
Order of payment (1 original copy for Accounting Section)		ITDI/ Financial Management Division (FMD) Building/Accounting Section	
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST	
Sample and others (see attached)		Client	



Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.4 Division chief/ OIC/ Section head, activity	None	2 minutes	



	leader will sign ITDI-F2			Chief SRS or Section head, activity leader Staff Room, MSD Building
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	3.2 Issue official receipt (OR)		5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	MSD Technical Staff Office of the Chief, MSD Building
5. No activity	5.1 Conduct the testing service	None	5 hours (paused clock)	MSD Technical Staff MSD Building
6. Receive the raw data(ASCII file) via email / courier or pick-up at the Materials Science Division	6.1 Provide copy of raw data(ASCII file) to client	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	MSD Technical Staff Office of the Chief
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	MSD Building MSD Technical Staff Office of the Chief MSD Building



	TOTAL:	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	4 days, 3 hours, 2 minutes	

B.6 Surface Roughness by Imaging with measurement by Atomic Force Microscope (AFM)
B.7 TEM Imaging and Diffraction (4 images and 4 SEAD images /sample or 4 images and 2 NBD images/sample)
B.8 TEM Imaging (Bright and Dark Field) (4 images/ sample)
B.9 TEM Imaging EDS Analysis (4 images and 4 points analysis /sample)

Office or Division:	Materials Science Division	
Classification:	Complex	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room



Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/ Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building



	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	<i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>
5. No activity	5.1 Conduct the testing service	None	2 days,1 hour (paused clock)	<i>MSD Technical Staff MSD Building</i>
6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	<i>Chief SRS / Sup. SRS Staff Room, MSD Building</i>



	6.3 Provide copy of approved /signed Report of Analysis to client	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 days, 2 hours, 2 minutes	



B.10 TEM Imaging, Diffraction and EDS (4 images and 4 SEAD images /sample or 4 images and 2 NBD images/sample)

B.11 X-ray Diffraction Analysis (no soft copy): one sample

Office or Division:	Materials Science Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building



2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	<i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>



	client and facilitate signing of the receiving copy			
5. No activity	5.1 Conduct the testing service	None	1 hour (paused clock)	<i>MSD Technical Staff MSD Building</i>
6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	<i>Chief SRS / Sup. SRS Staff Room, MSD Building</i>
	6.3 Provide copy of approved/signed Report of Analysis to client	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-		7 days, 2 hours, 2 minutes



	standardized- fees		

- C. This service is offered by the MSD to conduct preliminary evaluation consisting of several stages in testing such as determining the physical properties and compressive strength of red clay sample at four firing temperatures.

C.1 Preliminary Evaluation of One Red Clay (for one month)

Office or Division:	Materials Science Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building



	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
2. Client will fill-up the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill-up ITDI-F2	None	10 minutes	MSD technical Staff Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	MSD technical Staff Office of the Chief MSD Building
	2.3 Print three(3) copies of generated pdf	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	Chief SRS or Section head, activity leader Staff Room, MSD Building



3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief, MSD Building
5. No activity	5.1 Conduct the testing service	None	30 days, 4 hours (paused clock)	<i>MSD Technical Staff</i> MSD Building
6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	<i>Chief SRS / Sup. SRS</i> Staff Room, MSD Building
	6.3 Provide copy of approved/signed Report of Analysis to client	None	10 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building



7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	33 days, 5 hours, 2 minutes	

33 days, 5 hours, 2 minutes, Preliminary Evaluation of One Red Clay is qualified for Multi-Stage Processing



II. Materials Development (Matdev) Laboratory

A. These services are offered by MSD for Use of Facility to 3D print materials.

- A.1 Composite FDM 3D Printing using Markforged Marktwo (Material: Pure Onyx) Use of Electrospinning apparatus
- A.2 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Carbon fiber)
- A.3 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Fiber glass)
- A.4 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Kevlar)
- A.5 Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous HSH Glass)
- A.6 FDM 3D Printing using Ultimaker S5
- A.7 High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEKK)
- A.8 High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEI)
- A.9 High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEEK)
- A.10 SLA 3D Printing using FORMLABS FORM 2 (Ceramic)
- A.11 SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Standard Resin)
- A.12 SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Tough Resin)
- A.13 SLA 3D Printing using FORMLABS FORM 2 (Resin Type: High Temp. Resin)
- A.14 SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Dental SG Resin)
- A.15 SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Dental LT Resin)

Office or Division:	Materials Science Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room



Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Exit Pass (2 original copies for client, 1 photocopy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit the .STL file of the design	2.1 Let the client fill-out ITDI-F2	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru:	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building



	https://techservice.itdi.com.ph/web/site/login 2.3 Print three(3) copies of generated pdf 2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None None	2 minutes 2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i> <i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment 3.2 Issue official receipt (OR)	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/material-development-lab-fees	5 minutes 5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i> <i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>
5. No activity	5.1 Conduct the testing service	None	2 days, 6 hours (paused clock)	<i>MSD Technical Staff MSD Building</i>
6. Receive processed samples	6.1 Give a copy of exit pass	None	5 minutes	<i>MSD Technical Staff Office of the Chief MSD Building</i>
		None	5 minutes	<i>MSD Technical Staff</i>



	6.2 Receive and check entry of duly accomplished exit pass			Office of the Chief MSD Building
	6.3 4 Division chief/ OIC/ Section head will sign the exit pass	None	5 minutes	<i>Chief SRS or Section head</i> Staff Room, MSD Building
	6.4 Give processed samples	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS- MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	7.2 Receive the duly accomplished - QMS- MSD-F2 form	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/material-development-lab-fees		2 days, 7 hours, 9 minutes



B. These services are offered by MSD for Use of Facility to scan sample/s.

B.1 Artec Space Spider 3D Handheld Scanner (Small Size 5-10 cm)

B.2 Artec Space Spider 3D Handheld Scanner (Medium Size 10-20 cm)

B.3 Artec Space Spider 3D Handheld Scanner (Large Size 20-30 cm)

Office or Division:	Materials Science Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Exit Pass (2 original copies for client, 1 photocopy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	Officer of the day Office of the Chief MSD Building



	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit the .STL file of the design	2.1 Let the client fill out ITDI-F2	None	10 minutes	MSD technical Staff Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	MSD technical Staff Office of the Chief MSD Building
	2.3 Print three(3) copies of generated pdf	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	Chief SRS or Section head, activity leader Staff Room, MSD Building
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/material-	5 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	3.2 Issue official receipt (OR)		5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building



		development-lab-fees		
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief, MSD Building
5. No activity	5.1 Conduct the testing service	None	3 days, 1 hour (paused clock)	<i>MSD Technical Staff</i> MSD Building
6. Receive processed samples	6.1 Give a copy of exit pass	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	6.2 Receive and check entry of duly accomplished exit pass	None	5 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
	6.3 4 Division chief/ OIC/ Section head will sign the exit pass	None	5 minutes	<i>Chief SRS or Section head</i> Staff Room, MSD Building
	6.4 Give STL file via email or flash drive	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
		None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building



	7.2 Receive the duly accomplished QMS-MSD-F2 form			
	TOTAL:	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/material-development-lab-fees	3 days, 2 hours, 9 minutes	

C. These services are offered by MSD for Testing/Analysis to characterize materials.

C.1 2D and 3D Optical Imaging using Keyence VHX-7000

C.2 2D and 3D Optical Imaging with Measurements using Keyence VHX-7000

Office or Division:	Materials Science Division		
Classification:	Complex		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request for Technical Service form, ITDI-F2 (2 original copies 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room	



Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building
2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	<i>MSD technical Staff</i> Office of the Chief MSD Building



	2.3 Print three(3) copies of generated pdf	None	2 minutes	<i>MSD technical Staff Office of the Chief MSD Building</i>
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	<i>Chief SRS or Section head, activity leader Staff Room, MSD Building</i>
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	3.2 Issue official receipt (OR)		5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	<i>MSD Technical Staff Office of the Chief, MSD Building</i>
5. No activity	5.1 Conduct the testing service	None	2 days, 1 hour (paused clock)	<i>MSD Technical Staff MSD Building</i>



6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	MSD Technical Staff Office of the Chief MSD Building
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	Chief SRS / Sup. SRS Staff Room, MSD Building
	6.3 Provide copy of approved/signed Report of Analysis to client	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees		5 days, 2 hours, 2 minutes



C.3 Dynamic Mechanical Analysis with Tg Determination using Hitachi DMA7100 w/ Positive Temp.
 C.4 Dynamic Mechanical Analysis with Tg Determination using Hitachi DMA7100 w/ Negative Temp.

Office or Division:	Materials Science Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Technical Service form, ITDI-F2 (2 original copies, 1 for client, 1 for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITD/ Financial Management Division (FMD) Building/Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for MSD)		ITDI/ Administrative Division (ADM) Building/Cashier Section ITDI-DOST		
Sample and others (see attached)		Client		
Customer Satisfaction Survey Form, QMS-MSD-F2 (1 original copy for MSD)		ITDI/ Materials Science Division (MSD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the day will accommodate the client on their inquiry	None	2 minutes	<i>Officer of the day</i> Office of the Chief MSD Building
	1.2 Officer of the day will direct the client to appropriate technical personnel	None	2 minutes	<i>MSD Technical Staff</i> Office of the Chief MSD Building



2. Client will fill out the <i>Request for Technical Service Form</i> (ITDI-F2) online at: https://request.itdi.com.ph/service Submit sample/s.	2.1 Let the client fill out ITDI-F2	None	10 minutes	MSD technical Staff Office of the Chief MSD Building
	2.1 Send the generated pdf file of ITDI-F2 to Researcher	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	2.2 Researcher will validate thru: https://techservice.itdi.com.ph/web/site/login	None	5 minutes	MSD technical Staff Office of the Chief MSD Building
	2.3 Print three(3) copies of generated pdf	None	2 minutes	MSD technical Staff Office of the Chief MSD Building
	2.4 Division chief/ OIC/ Section head, activity leader will sign ITDI-F2	None	2 minutes	Chief SRS or Section head, activity leader Staff Room, MSD Building
3. No activity *Pay the required fees Option 1: Pay to the Cashier Option 2: E-payment	3.1 Forward to accounting section for the processing of order of payment	See attached and https://itdi.dost.gov.ph/index.php/technical-services-fees/specialized-testing-services/msd-standardized-fees	5 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	3.2 Issue official receipt (OR)		5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building



4. Secure the original copy of OR and sign the receiving copy	4.1 Provide the original copy of the OR to the client and facilitate signing of the receiving copy	None	5 minutes	MSD Technical Staff Office of the Chief, MSD Building
5. No activity	5.1 Conduct the testing service	None	4 days, 1 hour (paused clock)	MSD Technical Staff MSD Building
6. Receive the Report of Analysis via email / courier or pick-up at the Materials Science Division	6.1 Prepare Report of Analysis including revision	None	2 days	MSD Technical Staff Office of the Chief MSD Building
	6.2 Review, approve and signature of Division Chief /OIC/Supervisor	None	1 day	Chief SRS / Sup. SRS Staff Room, MSD Building
	6.3 Provide copy of approved/signed Report of Analysis to client	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
7. Fill-out the Customer Satisfaction Survey Form (QMS-MSD-F2)	7.1 Provide the client with QMS-MSD-F2 form	None	10 minutes	MSD Technical Staff Office of the Chief MSD Building
	7.2 Receive the duly accomplished QMS-MSD-F2 form	None	2 minutes	MSD Technical Staff Office of the Chief MSD Building
TOTAL:		See attached and https://itdi.dost.gov.ph/index.php/technical-	7 days, 2 hours, 2 minutes	



	services- fees/specialized- testing- services/msd- standardized- fees		



**Materials Science Division (MSD) Technical Services
(Standardized Fees)**

2022

I. Nanotechnology/Membrane Laboratory

No.	SERVICE NAME	LIST OF REQUIREMENTS	REQUIRED FEES, Php	
			Client	Student
A.1	Use of Compression Molding machine	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (1-8kg.) • Exit Pass • QMS-MSD-F2	1,049.00	839.00
A.2	Use of Electrospinning apparatus	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (100-300grams, required solvent) • Exit Pass • QMS-MSD-F2	889.00	711.00
A.3	Use of Grinder	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (3-10kg.) • Exit Pass • QMS-MSD-F2	610.00	488.00
A.4	Use of Injection Molding Machine	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (1-10kg) • Exit Pass • QMS-MSD-F2	874.00	698.00
A.5	Use of Single Screw Extruder	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (1-10kg.) • Exit Pass	1,362.00	1,1090.00



		• QMS-MSD-F2		
A.6	Use of Twin Screw Extruder	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (1-10kg.) • Exit Pass • QMS-MSD-F2	4,137.00	3,310.00
A.7	Use of Two Roll Mill and Compression Machine	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (1-8kg.) • Exit Pass • QMS-MSD-F2	2,227.00	1,782.00
A.8	Use of Vacuum Mixer	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (100-600grams) • Exit Pass • QMS-MSD-F2	2,868.00	2,294.00
A.9	Firing Using 5kW Kiln (Firing Temperature: 800°C-1000°C)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (powder-maximum of 1kg., solid- maximum of 2pcs. bricks with size 6cm x 12cm x 24cm (L x W x H)) • QMS-MSD-F2	1,018.00	814.00
A.10	Pot milling of Mineral Powder, 500g – 1kg capacity (24 hours)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed (500-1000 grams) • Exit pass • QMS-MSD-F2	1,844.00	1,476.00
B.1	Determination of water absorption	• ITDI-F2 • Order of payment, Official receipt	1,037.00	830.00



		• Sample/s to be tested (3 samples) • QMS-MSD-F2		
B.2	Elemental Analysis by X-ray Fluorescence / Wave Dispersive (WD-XRF): One sample	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (1 sample, at least 10 gm) • QMS-MSD-F2	4,685.00	3,748.00
B.3	Particle Size Analysis by Dynamic Light Scattering: One sample	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 3 grams powder samples, dispersing medium, Refractive Index (RI) of the powder dispersing medium) • QMS-MSD-F2	2,611.00	2,089.00
B.4	Specular Gloss Measurement	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (3 replicates of test panels, minimum size of 50mm x 100mm) • QMS-MSD-F2	536.00	428.00
B.5	X-ray Diffraction Analysis (raw data - ASCII file)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 10 grams powder) • raw data (ASCII file) • QMS-MSD-F2	4,480.00	3,583.00
B.6	Surface Roughness by Imaging with measurement by Atomic Force Microscope (AFM)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (1 flat sample, maximum diameter of 18mm, maximum height of 8mm) • QMS-MSD-F2	4,338.00	3,471.00
B.7	TEM Imaging and Diffraction	• ITDI-F2 • Order of payment • Official receipt	16,169.00	12,936.00



	(4 images and 4 SEAD images /sample or 4 images and 2 NBD images/sample)	• Sample/s to be tested (at least 1gram powder/colloidal solution) • QMS-MSD-F2		
B.8	TEM Imaging (Bright and Dark Field) (4 images/ sample)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 1 gram of powder/colloidal solution) • QMS-MSD-F2	11,925.00	9,540.00
B.9	TEM Imaging EDS Analysis (4 images and 4 points analysis /sample)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 1 gram powder/colloidal solution) • QMS-MSD-F2	16,169.00	12,936.00
B.10	TEM Imaging, Diffraction and EDS (4 images and 4 SEAD images /sample or 4 images and 2 NBD images/sample)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 1 gram powder/colloidal solution) • QMS-MSD-F2	17,043.00	13,635.00
B.11	X-ray Diffraction Analysis(no soft copy): one sample	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (at least 10 grams powder) • QMS-MSD-F2	4,480.00	3,583.00
C.1	Preliminary Evaluation of One Red Clay Sample (one month)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (10kg) • QMS-MSD-F2	7,615.00	6,092.00

II. Materials Development(Matdev) Laboratory

NO.	SERVICE NAME	LIST OF REQUIREMENTS	REQUIRED FEES, Php	
			Client	Student
A.1	Composite FDM 3D Printing using	• ITDI-F2 • Order of payment • Official receipt	2135.00	1707.00



	Markforged Marktwo (Material: Pure Onyx)	• Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 320 mm × 132 mm × 154 mm (L × W × H) • Exit Pass • QMS-MSD-F2		
A.2	Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Carbon fiber)	• ITDI-F2 • Order of payment, Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 320 mm × 132 mm × 154 mm (L × W × H) • Exit Pass • QMS-MSD-F2	7538.00	6030.00
A.3	Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Fiber glass)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 320 mm × 132 mm × 154 mm (L × W × H) • Exit Pass • QMS-MSD-F2	4800.00	3839.00
A.4	Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous Kevlar)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed	5487.00	4389.00



		- Printable within 8 hours using the parameters set by the client - Design must be printable within 320 mm × 132 mm × 154 mm (L × W × H) • Exit Pass • QMS-MSD-F2		
A.5	Composite FDM 3D Printing using Markforged Marktwo (Material: Onyx w/ continuous HSHT Glass)	• ITDI-F2 • Order of payment • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 320 mm × 132 mm × 154 mm (L × W × H) • Exit Pass • QMS-MSD-F2	5487.00	4389.00
A.6	FDM 3D Printing using Ultimaker S5	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 330 mm × 240 mm × 300 mm (L × W × H) • Exit Pass • QMS-MSD-F2	1963.00	1570.00
A.7	High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEKK)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client	5150.00	4120.00



		- Design must be printable within 305 mm × 305 mm × 406 mm (L × W × H) • Exit Pass • QMS-MSD-F2		
A.8	High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEI)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 305 mm × 305 mm × 406 mm (L × W × H) • Exit Pass • QMS-MSD-F2	4067.00	3253.00
A.9	High Temp. FDM 3D Printing using Intamsys Funmat Pro 410 (Material: PEEK)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Printable within 8 hours using the parameters set by the client - Design must be printable within 305 mm × 305 mm × 406 mm (L × W × H) • Exit Pass • QMS-MSD-F2	5036.00	4028.00
A.10	SLA 3D Printing using FORMLABS FORM 2 (Ceramic)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Design printing time allowable within 8 hours - Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2	2964.00	2371.00



A.11	SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Standard Resin)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Design printing time allowable within 8 hours - Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2	3694.00	2955.00
A.12	SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Tough Resin)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Design printing time allowable within 8 hours - Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2	5024.00	4018.00
A.13	SLA 3D Printing using FORMLABS FORM 2 (Resin Type: High Temp. Resin)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed - Design printing time allowable within 8 hours - Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2	5595.00	4475.00
A.14	SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Dental SG Resin)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - .STL file of the sample to be printed	7308.00	5847.00



		- Design printing time allowable within 8 hours - Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2		
A.15	SLA 3D Printing using FORMLABS FORM 2 (Resin Type: Dental LT Resin)	• ITDI-F2 • Order of payment • Official receipt • .STL file of the sample to be printed • Design printing time allowable within 8 hours • Design must be printable within 145 mm × 145 mm × 175 mm (L × W × H) • Exit Pass • QMS-MSD-F2	8451.00	6760.00
B.1	Artec Space Spider 3D Handheld Scanner (Small Size 5-10 cm)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - Actual sample to be scanned - Dimensions (L, W, H) not smaller than 5 cm and not exceeding 10 cm - Sample must be opaque - Samples must be free from dust, rust, or any kind of debris • Exit Pass • QMS-MSD-F2	1133.00	905.00
B.2	Artec Space Spider 3D Handheld Scanner (Medium Size 10-20 cm)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - Actual sample to be scanned - Dimensions (L, W, H) not smaller than 10 cm and not exceeding 20 cm - Sample must be opaque	1628.00	1301.00



		- Samples must be free from dust, rust, or any kind of debris • Exit Pass • QMS-MSD-F2		
B.3	Artec Space Spider 3D Handheld Scanner (Large Size 20-30 cm)	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be processed: - Actual sample to be scanned - Dimensions (L, W, H) not smaller than 20 cm and not exceeding 30 cm - Sample must be opaque - Samples must be free from dust, rust, or any kind of debris • Exit Pass • QMS-MSD-F2	3255.00	2604.00
C.1	2D and 3D Optical Imaging using Keyence VHX-7000	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (1 sample, minimum size of 30 mm × 30 mm) • QMS-MSD-F2	2617.00	2094.00
C.2	2D and 3D Optical Imaging with Measurements using Keyence VHX-7000	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (1 sample, minimum size of 30 mm × 30 mm) • QMS-MSD-F2	3278.00	2622.00
C.3	Dynamic Mechanical Analysis with Tg Determination using Hitachi DMA7100 w/ positive Temp.	• ITDI-F2 • Order of payment • Official receipt • Sample/s to be tested (Sample dimensions dependent on the material according to the manual and published studies) • QMS-MSD-F2	4012.00	3211.00
C.4	Dynamic Mechanical Analysis with Tg Determination using	• ITDI-F2 • Order of payment • Official receipt	5564.00	4453.00



	Hitachi DMA7100 w/ negative Temp.	• Sample/s to be tested (Sample dimensions dependent on the material according to the manual and published studies) • QMS-MSD-F2		



V. List of Services

ADVANCED DEVICE AND MATERIALS TESTING LABORATORY (ADMATEL)

External and Internal Services

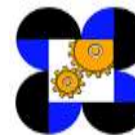


External Services

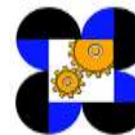
1. Acceptance of Samples and Releasing of Test Results for External Customers

Technical discussion prior to acceptance of samples will be conducted to assess if the samples are appropriate for the selected test method/s. Test Reports are then released to customers through pick-up, courier services or through email messaging.

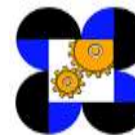
Office or Division:	ADMATEL/Materials Science Division - ITDI-DOST	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Technical Service Request (TSR) Form (1 original)		ADMATEL Building/Customer Service/ADMATEL Website
2) Payment in cash or check		Customer availing the test service or their authorized representative
3a) For students: 1) Student I.D. (1 photocopy) 2) Proof of enrollment (1 photocopy) 3b) For senior citizens:		Customer availing the test service or their authorized representative



1) Senior Citizen I.D. (1 photocopy) 3c) For PWD: 1) PWD I.D. (1 photocopy)	
4) Official Receipt (OR) (1 original)	ITDI/Metrology Building/Cashier - 2nd floor
5) Sample/s for analysis Sample Special Requirements: ● 2D X-ray ○ sample/s for analysis: non-motile ○ sample size: 1 mm x 1 mm to 120 cm (H) x 80 cm (W) ● 3D Computed Tomography X-ray ○ sample/s for analysis: non-motile ○ sample size: 1 mm x 1 mm to 120 cm (H) x 80 cm (W) ● AES Chemical State Analysis, Depth Profile, Line Analysis, Mapping, Point Analysis ○ sample/s for analysis: preferably electrically conducting ○ sample size: 20 mm maximum ● Chemical Decapsulation ○ sample size: 1 mm ● Differential Scanning Calorimetry ○ sample/s for analysis: organic, inorganic (0 to 450°C) ○ sample size: 15 mg (minimum)	Customer availing the test service or their authorized representative



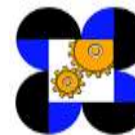
- **FESEM Imaging, FESEM Imaging with EDX Line Analysis, Mapping, Point Analysis**
 - sample/s for analysis: semiconductors, metals, polymers, nanoparticles, powders, fibers
 - sample size: 1 to 5 inches (length/width), 1 inch maximum (height)
- **FIB Sectioning with FESEM Imaging**
 - sample/s for analysis: semiconductors, metals,
 - sample size: 1 to 5 inches (length/width), 1 inch maximum (height)
- **FTIR Microspectroscopy (with or no ID)**
 - sample/s for analysis: organic
 - sample size: 50 μm (minimum)
- **FTIR Spectroscopy (with or no ID)**
 - sample/s for analysis: organic
 - sample size: 2 mm (minimum)
- **Handheld XRF**
 - sample/s for analysis: solids, sludge, highly viscous liquids, powders
 - sample size: at least 5x5 cm flat surface for solids, at least 10g for powders
- **Ion Milling**
 - sample/s for analysis: particle and solid materials
 - sample size: 2 mm x 10 mm x 11 mm
- **Lamella Preparation**
 - sample/s for analysis: semiconductors, metals,



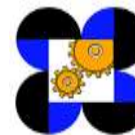
- sample size: 1 to 5 inches (length/width), 1 inch maximum (height)
- **Laser Decapsulation**
 - sample/s for analysis: glass, ICs
 - sample size: 1 mm
- **Mechanical Preparation**
 - sample/s for analysis: metals, alloys, electronics devices, polymers (plastics)
 - sample size: 5 x 5 cm (molded), 12.5 cm (non-molded)
- **Optical Microscopy**
 - sample size: 1 μ m (minimum)
- **Simultaneous Thermal Analysis**
 - sample/s for analysis: organic, inorganic (0 to 450°C)
 - sample size: 15 mg (minimum)
- **STEM Imaging**
 - sample/s for analysis: lamellae
 - sample size: 100 nm maximum (thickness)
- **TG-IR**
 - sample/s for analysis: organic
 - sample size: 50 μ m (minimum)
- **TOFSIMS 3D Mapping, Depth Profiling, Mapping, Surface Spectroscopy**
 - sample/s for analysis: semiconductors, metals, polymers, powders, fibers
 - sample size: 1 to 5 inches (length/width), 1 cm maximum (height)



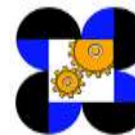
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer sends email (services@admatel.com) or calls 02 8837 0461 for inquiry. Provides name of company affiliation, name of personnel, contact details (e.g. landline, mobile number), preferred appointment date and other pertinent details related to the test request.	1.1 Assigned laboratory head/analyst responds accordingly to inquiries and confirms appointment.	None	5 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building
2. Customer arrives on the appointment date, presents valid ID and registers in the Visitors' Log. Walk-in customers may also be entertained but will only be attended to after customers with appointment.	2.1 Issues Visitor's ID card.	None	2 minutes	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building
3. Customer proceeds to the Sample Receiving Room for technical consultation.	3.1 Assists the customer to the Sample Receiving Room. Assigned Laboratory Head/Analyst discusses test requirements with the	None	20 minutes	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building <i>Senior SRS</i> Visiting Expert's Room



	customer and recommends appropriate test method/s to achieve test objectives.			ADMATEL Building
4. Customer fills out the Technical Service Request (TSR) form completely.	4.1 Checks if TSR is completely filled out and if the details written are as per discussion. Affixes needed signatures accordingly. 4.2 Indicates the due date in the TSR.	None	10 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building
5. Customer endorses sample/s.	5.1 Assigned Laboratory Head/Analyst receives sample/s and labels it accordingly. Sample/s are then queued for analysis.	None	1 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building
6. Customer proceeds to the ITDI Cashier for full payment of fees and receives Official Receipt (O.R.) for specific test request/s.	6.1 Customer Service provides the customer with 3 copies of the TSR (including original approved copy) to present to the ITDI Cashier	Please refer to "ADMATEL Schedule of Fees and Charges," after the service specification table.	10 minutes	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building <i>ITDI Cashier</i> Cashier's Office Metrology Building



	6.2 Customer Service claims the copy of the OR from the ITDI Cashier and files it.			Customer Service Officer Lobby Desk ADMATEL Building
7. Customer observes the actual conduct of the analysis (upon request).	7.1 ADMATEL Technical Staff analyzes the sample/s as per customer instructions.	None	3 days (paused clock)	SRS II Testing Laboratory ADMATEL Building
8. Customer claims the test results	8.1 Customer Service asks for the customer's valid ID, authorization letter (if a representative is claiming the results) and O.R.	None	2 minutes	Customer Service Officer Lobby Desk ADMATEL Building
9. Customer receives the test results and fills out the Customer Satisfaction Survey Form (CSSF).	9.1 Assigned Lab Head/Analyst releases the Report of Analysis (ROA) as hard copy if claimed onsite, or soft copy if sent through email. 9.2 Assigned Lab Head/Analyst releases raw test data saved in	None	10 minutes (onsite)	Customer Service Officer Lobby Desk ADMATEL Building Senior SRS Visiting Expert's Room ADMATEL Building SRS II Processing Room ADMATEL Building



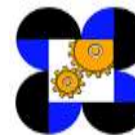
	media, or sends it through email. 9.3 Assigned Lab Head/Analyst or Customer Service requests the customer to fill out CCSF upon receipt of ROA. 9.4 Assigned Lab Head/Analyst returns sample/s to customer (if requested).			
TOTAL:			3 days (paused clock), 1 hour	



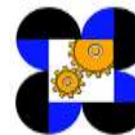
2. Acceptance of Samples and Releasing of Test Results for Internal Customers

Technical discussion prior to acceptance of samples will be conducted to assess if the samples are appropriate for the selected test method/s. Test Reports are then released to customers through pick-up, courier services or through email messaging.

Office or Division:	ADMATEL/Materials Science Division - ITDI-DOST	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business, G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Technical Service Request (TSR) Form (1 original)		ADMATEL Building/Customer Service/ADMATEL Website
2) Sample/s for analysis Sample Special Requirements: ● 2D X-ray ○ sample/s for analysis: non-motile ○ sample size: 1 mm x 1 mm to 120 cm (H) x 80 cm (W) ● 3D Computed Tomography X-ray ○ sample/s for analysis: non-motile		Customer availing the test service or their authorized representative



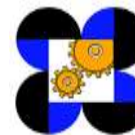
○ sample size: 1 mm x 1 mm to 120 cm (H) x 80 cm (W) ● AES Chemical State Analysis, Depth Profile, Line Analysis, Mapping, Point Analysis ○ sample/s for analysis: preferably electrically conducting ○ sample size: 20 mm maximum ● Chemical Decapsulation ○ sample size: 1 mm ● Differential Scanning Calorimetry ○ sample/s for analysis: organic, inorganic (0 to 450°C) ○ sample size: 15 mg (minimum) ● FESEM Imaging, FESEM Imaging with EDX Line Analysis, Mapping, Point Analysis ○ sample/s for analysis: semiconductors, metals, polymers, nanoparticles, powders, fibers ○ sample size: 1 to 5 inches (length/width), 1 inch maximum (height) ● FIB Sectioning with FESEM Imaging ○ sample/s for analysis: semiconductors, metals, ○ sample size: 1 to 5 inches (length/width), 1 inch maximum (height) ● FTIR Microspectroscopy (with or no ID) ○ sample/s for analysis: organic ○ sample size: 50 um (minimum) ● FTIR Spectroscopy (with or no ID) ○ sample/s for analysis: organic ○ sample size: 2 mm (minimum)	



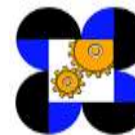
- **Handheld XRF**
 - sample/s for analysis: solids, sludge, highly viscous liquids, powders
 - sample size: at least 5x5 cm flat surface for solids, at least 10g for powders
- **Ion Milling**
 - sample/s for analysis: particle and solid materials
 - sample size: 2 mm x 10 mm x 11 mm
- **Lamella Preparation**
 - sample/s for analysis: semiconductors, metals,
 - sample size: 1 to 5 inches (length/width), 1 inch maximum (height)
- **Laser Decapsulation**
 - sample/s for analysis: glass, ICs
 - sample size: 1 mm
- **Mechanical Preparation**
 - sample/s for analysis: metals, alloys, electronics devices, polymers (plastics)
 - sample size: 5 x 5 cm (molded), 12.5 cm (non-molded)
- **Optical Microscopy**
 - sample size: 1 um (minimum)
- **Simultaneous Thermal Analysis**
 - sample/s for analysis: organic, inorganic (0 to 450°C)
 - sample size: 15 mg (minimum)
- **STEM Imaging**
 - sample/s for analysis: lamellae



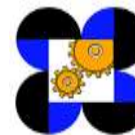
○ sample size: 100 nm maximum (thickness) ● TG-IR ○ sample/s for analysis: organic ○ sample size: 50 um (minimum) ● TOFSIMS 3D Mapping, Depth Profiling, Mapping, Surface Spectroscopy ○ sample/s for analysis: semiconductors, metals, polymers, powders, fibers - sample size: 1 to 5 inches (length/width), 1 cm maximum (height)				
CUSTOMER STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer sends email (services@admatel.com) or calls 02 8837 0461 for inquiry. Provides name of company affiliation, name of personnel, contact details (e.g. landline, mobile number), preferred appointment date and other pertinent details related to the test request.	1.1 Assigned laboratory head/analyst responds accordingly to inquiries and confirms appointment.	None	5 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building
2. Customer arrives on the appointment date, presents valid ID and registers in the Visitors' Log.	2.1 Issues Visitor's ID card.	None	2 minutes	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building



Walk-in customers may also be entertained but will only be attended to after customers with appointment.				
3. Customer proceeds to the Sample Receiving Room for technical consultation.	3.1 Assists the customer to the Sample Receiving Room. Assigned Laboratory Head/Analyst discusses test requirements with the customer and recommends appropriate test method/s to achieve test objectives.	None	20 minutes	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building <i>Senior SRS</i> Visiting Expert's Room ADMATEL Building
4. Customer fills out the Technical Service Request (TSR) form completely.	4.1 Checks if TSR is completely filled out and if the details written are as per discussion. Affixes needed signatures accordingly. 4.2 Indicates the due date in the TSR.	None	10 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building
5. Customer endorses sample/s.	5.1 Assigned Laboratory Head/Analyst receives sample/s and labels it accordingly. Sample/s	None	2 minutes	<i>Senior SRS</i> Visiting Expert's Room ADMATEL Building



	are then queued for analysis.			<i>SRS II</i> Processing Room ADMATEL Building
6. Customer observes the actual conduct of the analysis (upon request).	6.1 ADMATEL Technical Staff analyzes the sample/s as per customer instructions.	None	3 days	<i>SRS II</i> Processing Room ADMATEL Building
7. Customer receives the test results and fills out the Customer Satisfaction Survey Form (CSSF).	7.1 Assigned Lab Head/Analyst releases the Report of Analysis (ROA) as hard copy if claimed onsite, or soft copy if sent through email. 7.2 Assigned Lab Head/Analyst releases raw test data saved in media, or sends it through email. 7.3 Assigned Lab Head/Analyst or Customer Service requests the customer to fill out CCSF upon receipt of ROA. 7.4 Assigned Lab Head/Analyst returns	None	10 minutes (onsite)	<i>Customer Service Officer</i> Lobby Desk ADMATEL Building <i>Senior SRS</i> Visiting Expert's Room ADMATEL Building <i>SRS II</i> Processing Room ADMATEL Building



	sample/s to customer (if requested).			
TOTAL:			3 days, 49 minutes	



SCHEDULE OF FEES AND CHARGES

Surface Analysis Laboratory

SEM, EDX, and FIB Sectioning

Analysis	Regular Rate (PhP)	Student Rate (PhP)
FESEM Imaging	7,500.00	6,000.00
FESEM Imaging with EDX Point Analysis	9,500.00	7,600.00
FESEM Imaging with EDX Line Analysis	11,500.00	9,200.00
FESEM Imaging with EDX Mapping	13,500.00	10,800.00
FIB Sectioning (30 um W x 30 um H cut)	14,000.00	11,200.00
TEM Lamella Preparation	19,000.00	15,200.00
STEM Imaging	12,000.00	9,600.00
FIB Pattern Deposition with FESEM Imaging	14,500.00	11,600.00

AES

Analysis	Regular Rate (PhP)	Student Rate (PhP)
AES Point Analysis	9,700.00	7,760.00
AES Line Analysis	11,900.00	9,520.00



AES Mapping	16,000.00	12,800.00
AES Depth Profiling	23,500.00	18,800.00
AES Chemical State Analysis (add-on)	1,500.00	1,200.00

TOFSIMS

Analysis	Regular Rate (PhP)	Student Rate (PhP)
TOFSIMS Spectroscopy	13,300.00	10,640.00
TOFSIMS Mapping	16,400.00	13,120.00
TOFSIMS Depth Profiling	24,000.00	19,200.00
TOFSIMS 3D Mapping	26,600.00	21,280.00

Thermal Analysis Laboratory

FTIR

Analysis	Regular Rate (PhP)	Student Rate (PhP)
FTIR Spectroscopy	5,000.00	4,000.00
FTIR Spectroscopy (no ID)	3,500.00	2,800.00
FTIR Microspectroscopy	6,500.00	5,200.00
FTIR Microspectroscopy (no ID)	5,000.00	4,000.00



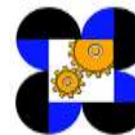
Thermal Analysis

Analysis	Regular Rate (PhP)	Student Rate (PhP)
Differential Scanning Calorimetry	3,000.00	2,400.00
Simultaneous Thermal Analysis	3,000.00	2,400.00
Thermomechanical Analysis	3,200.00	2,560.00
TG-IR	8,300.00	6,640.00

Chemical and Metallurgical Laboratory

Sample Preparation

Analysis	Regular Rate (PhP)	Student Rate (PhP)
Optical Microscopy	2,000.00	1,600.00
Mechanical Preparation	3,800.00	3,040.00
Ion Milling	4,500.00	3,600.00
Chemical Decapsulation	3,000.00	2,400.00
Particle Size Analysis (add-on)	1,500.00	1,200.00
Sputter Coating	2,000.00	1,600.00



Biological Fixing	2,500.00	2,000.00
Laser Decapsulation	4,200.00	3,300.00
Laser Decapsulation with 2D X-ray	6,800.00	5,400.00

Non-destructive Testing

Analysis	Regular Rate (PhP)	Student Rate (PhP)
3D CT X-ray Single Scan	17,400.00	13,900.00
3D CT X-ray Bulk Price add-on	8,800.00	7,000.00
3D CT X-ray Additional Scan add-on	9,550.00	7,600.00
3D CT X-ray Analysis add-on	2,600.00	2,000.00
3D CT X-ray Reference Comparison add-on	2,750.00	2,200.00
Hand-Held XRF Analysis	2,200.00	1,800.00
2D X-ray Single Scan/Qualification Scan	5,800.00	4,600.00
2D X-ray Bulk Scan with Analysis (subsequent)	4,800.00	3,800.00
2D X-ray Scan Only (consequent)	3,200.00	2,600.00

V. List of Services

PACKAGING TECHNOLOGY DIVISION

External and Internal Services



External Services

1. Brand Development

Service provided to customer that covers all activities related to the improvement of existing label design. Client provided soft copy of existing label design produced using Adobe Illustrator.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
8) Plan for Label Design Development, PTD-F7 (1 original copy for assigned technical personnel, 1 emailed or original copy to client)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
9) Brand developed		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



10)Approval Sheet, PTD-F11 (1 original or e-mailed copy of PTD-F11 or letter from client for assigned personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
11)Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the <i>Request for Technical</i>	4.1 Give a copy of the <i>Request for Technical</i>	None	7 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



<i>Service Form (ITDI-F2).</i>	<i>Service Form (ITDI-F2) to client.</i>	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	4.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	
	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building



	5.3 Issue official receipt (OR).	Php 5,256	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Acknowledge acceptance of <i>Plan for label design development</i> (PTD-F7) through e-mail or discussion in person at PTD.	6.1. Prepare the <i>Plan for label design development</i> (PTD-F7) and afterwards forward a copy to the client through e-mail or in person.	None	2 days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
7. Acknowledge acceptance of initial drafted design and provide feedback through e-mail or in person at PTD.	7.1. Prepare initial draft of label design and afterwards forward a copy to the client through e-mail for initial comments.	None	14 Days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2. Revise the label as per comments of the client (Revision 1).	None	11 Days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Acknowledge acceptance of revised label design (Revision 1) and provide feedback (optional) through e-mail or in person at PTD.	8.1 Provide copy of the revised label design (Revision 1) to the client via e-mail.	None	5 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Revise the label design as per comments of the client (Revision 2).	None	11 Days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



9. Acknowledge acceptance of revised label design (Revision 2) and provide feedback (optional) through e-mail or in person at PTD.	9.1 Provide copy of the revised label design (Revision 2) to the client via e-mail.	None	5 Minutes	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	9.2 Revise the label design as per comments of the client (Revision 3-final design).	None	7 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
10. Acknowledge the acceptance of the final label design (Revision 3).	10.1 Provide copy of the final label design (Revision 3) to the client.	None	5 Minutes	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
11. Accomplish and submit the <i>Approval Sheet for Packaging Design</i> (PTD-F11).	11.1 Provide <i>Approval Sheet for Packaging Design</i> (PTD-F11).	None	5 Minutes	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
12. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	12.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	12.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 5,256	45 Days, 2 Hours, 12 Minutes	

Brand development is qualified for multi-stage processing



2. Compression Testing

Compression testing of packaged products with a maximum dimension of 490 mm x 900 mm x 900 mm (LxWxH). The test is conducted using International Safe Transit Association (ISTA) testing procedure.

Office or Division:	Packaging Technology Division	
Classification:	Complex	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Sample to be tested		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the testing requirement of the product to the assigned technical personnel.	3.1 Discuss the testing requirement of the client	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.2 Prepare <i>Quotation Form</i> (PTD-F2) for the client.	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.3 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Reception Room, PTD Building
	3.4 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (Paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building



assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.				
5. Fill-out and submit the <i>Request for Technical Service Form</i> (ITDI-F2).	5.1 Give a copy of the <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building



6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	6.3 Issue official receipt (OR).	Php 3,043	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
	7.2 Conduct the testing service.	None	3 Days	<i>Sr. SRS or SRS II Testing Lab., PTD Building</i>
	7.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	1 Hour	<i>Chief SRS or Sup. SRS Staff Room, PTD Building</i>
	7.5 Photocopy the approved/ signed PTD-F3 for the Division / Section.	None	5 Minutes	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>



8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Reception Room, PTD Building
TOTAL:		Php 3,043	4 Days, 4 Hours, 45 Minutes	



3. Determination of Toluene/ Ethyl Acetate Residual in Printed Packaging Material

Test for the presence of specific packaging contaminants (*i.e.*, toluene/ ethyl acetate) which may be hazardous to human health.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (5 A4 sized samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1. Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (Paused-clock)	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
4. Fill-out and submit the <i>Request for Technical Service Form</i> (ITDI-F2).	4.1. Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2. Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3. Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	4.4. Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5. Division chief/ OIC/Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 3,601	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
		None	7 Days	<i>Sup. SRS or</i>



	6.2 Conduct the testing service.			<i>SRS II or SRS I or SR Analyst</i> Testing Lab., PTD Building
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 3,601	8 Days, 2 Hours, 35 Minutes	

Determination of toluene/ ethyl acetate residual in printed packaging materials is qualified for multi-stage processing



4. Evaluation of Mandatory Labelling Requirement

Service provided to customer requesting evaluation of label design for mandatory labelling requirement on the identified target market.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product label to be evaluated		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS Reception Room, PTD Building
3. Discuss the product label requirement to the assigned technical personnel.	3.1 Discuss the product label requirement of the client.	None	20 Minutes	Sup. SRS Reception Room, PTD Building
5. Fill-out and submit the <i>Request for Technical Service Form</i> (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS. Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 746	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product label to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the product label and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS</i> Reception Room, PTD Building
	6.2 Conduct evaluation of mandatory labelling requirements.	None	1 Day	<i>Sup. SRS</i> Staff Room, PTD Building
		None	1 Day	<i>Sup. SRS</i>



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Hour	Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	5 Minutes	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.			Sup. SRS Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sup. SRS Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sup. SRS Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sup. SRS Reception Room, PTD Building
TOTAL:		Php 746.00	2 Days, 2 Hours, 42 Minutes	



5. Evaluation of Packaging for Transport

Performance evaluation test for transport packaging includes drop and vibration tests using drop and vibration testers. The tests are conducted using International Safe Transit Association (ISTA) testing procedures.

Office or Division:	Packaging Technology Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
6) Sample to be tested		Client		
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the testing requirement of the product to the assigned technical personnel.	3.1 Discuss the testing requirement of the client.	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.2 Prepare <i>Quotation Form</i> (PTD-F2) for the client.	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.3 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Reception Room, PTD Building
	3.4 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building



the fees and sample submission.				
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1. Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.2. Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.3. Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.4. Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5. Division chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees	6.1 Control numbering	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>



	6.2 Processing of order of payment at Accounting Section	None	30 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR)	Php 5,145	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	7.2 Conduct the testing service.	None	3 Days	Sr. SRS or SRS II Testing Lab., PTD Building
	7.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	Sr. SRS or SRS II Staff Room, PTD Building
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	1 Hour	Chief SRS or Sup. SRS Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building



email or pick-up at the Packaging Technology Division	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Reception Room, PTD Building
TOTAL:		Php 5,145	4 Days, 4 Hours, 45 Minutes	



6. Identification of Plastic Using Differential Scanning Calorimeter (DSC)

To determine the type of plastic packaging material.

Office or Division:	Packaging Technology Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (5 pcs. A4 sized samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	4.4 Assigned technical personnel will sign ITDI-F2.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 3,000	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Conduct the testing service.	None	5 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Testing Lab., PTD Building



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2	None	1 Minute	<i>Sup. SRS or</i>



				<i>SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 3,000	6 Days, 2 Hours, 35 Minutes	



7. Label Design for Box with Stock Design (Category 1)

Service provided to customer that covers all activities related to the development of box with stock design and this will be incorporated with label design.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
8) Plan for Label Design Development, PTD-F7 (1 original copy for assigned technical personnel, 1 emailed or original copy to client)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
9) Existing Label design (editable soft copy of illustrator file) and preferably with product sample		Client
10) Approval Sheet, PTD-F11 (1 original or e-mailed copy of PTD-F11 or letter from client for assigned personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



11) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 5,178	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building



6. Acknowledge acceptance of <i>Plan for label design development</i> (PTD-F7) through e-mail or discussion in person at PTD.	6.1 Prepare the <i>Plan for label design development</i> (PTD-F7) and afterwards forward a copy to the client through e-mail or in person.	None	2 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
7. Acknowledge acceptance of initial drafted design and provide feedback through e-mail or in person at PTD.	7.1 Prepare initial draft of label design and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	14 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
8. Acknowledge acceptance of revised label design (Revision 1) and provide feedback (optional) through e-mail or in person at PTD.	8.1 Revise the label as per comments of the client on initial draft and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	11 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
9. Acknowledge acceptance of revised label design (Revision 2), <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2), and provide final feedback (optional) through e-	9.1 Revise the label as per comments of the client on Revision 1 and afterwards forward a copy to the client together with <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2) through e-mail or in person at PTD	None	11 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



mail or in person at PTD.	through e-mail or in person at PTD for approval.			
10. Submit accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	10.1 Prepare the final label design and afterwards forward a copy to the client through e-mail or in person at PTD. 10.2 Receive the accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	None	7 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 5,178	45 Days, 1 Hour, 41 Minutes	

Label design for box is qualified for multi-stage processing



8. Label Design for Box with Custom Design (Category 2)

Service provided to customer that covers all activities related to the development of custom design box and this will be incorporated with label design.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
8) Plan for Label Design Development, PTD-F7 (1 original copy for assigned technical personnel, 1 emailed or original copy to client)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
9) Existing Label design (editable soft copy of illustrator file) and preferably with product sample		Client
10) Approval Sheet, PTD-F11 (1 original or e-mailed copy of PTD-F11 or letter from client for assigned personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



11) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	<i>Chief SRS or Sup. SRS Reception Room, PTD Building</i>
5. Proceed to the Metrology Building and pay for the fees.	5.4 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.5 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.6 Issue official receipt (OR).	Php 6,057	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>



6. Acknowledge acceptance of <i>Plan for label design development</i> (PTD-F7) through e-mail or discussion in person at PTD.	6.1 Prepare the <i>Plan for label design development</i> (PTD-F7) and afterwards forward a copy to the client through e-mail or in person.	None	2 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
7. Acknowledge acceptance of initial drafted design and provide feedback through e-mail or in person at PTD.	7.1 Prepare initial draft of label design and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	14 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Acknowledge acceptance of revised label design (Revision 1) and provide feedback (optional) through e-mail or in person at PTD.	8.1 Revise the label as per comments of the client on initial draft and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	11 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Acknowledge acceptance of revised label design (Revision 2), <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2) and provide final	9.1 Revise the label as per comments of the client on Revision 1 and afterwards forward a copy to the client together with <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2) through e-mail or in person at PTD.	None	11 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



feedback (optional) through e-mail or in person at PTD.				
10. Submit accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	10.1 Prepare the final label design and afterwards forward a copy to the client through e-mail or in person at PTD. 10.2 Receive the accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	None	7 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 6,057	45 Days, 1 Hour, 41 Minutes	

Label design for box is qualified for multi-stage processing



9. Label Design with Concept Development

Service provided to customer that covers all activities related to the development of label design.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
8) Plan for Label Design Development, PTD-F7 (1 original copy for assigned technical personnel, 1 emailed or original copy to client)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
9) Existing Label design (editable soft copy of illustrator file) and preferably with product sample		Client
10) Approval Sheet, PTD-F11 (1 original or e-mailed copy of PTD-F11 or letter from client for assigned personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



11) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	4.2 Receive the duly accomplished ITDI-F2 from the client.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Admin. Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 3,951	5 minutes	Administrative Officer III



				Cashier Section, ADM, Metrology Building
6. Acknowledge acceptance of <i>Plan for label design development</i> (PTD-F7) through e-mail or discussion in person at PTD.	6.1 Prepare the <i>Plan for label design development</i> (PTD-F7) and afterwards forward a copy to the client through e-mail or in person.	None	2 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
7. Acknowledge acceptance of initial drafted design and provide feedback through e-mail or in person at PTD.	7.1 Prepare initial draft of label design and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	14 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
8. Acknowledge acceptance of revised label design (Revision 1) and provide feedback (optional) through e-mail or in person at PTD.	8.1 Revise the label as per comments of the client on initial draft and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	11 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
9. Acknowledge acceptance of revised label design (Revision 2) , <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2), and provide final feedback	9.1 Revise the label as per comments of the client on Revision 1 and afterwards forward a copy to the client together with <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2) through e-mail or in person at PTD	None	11 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



(optional) through e-mail or in person at PTD.	through e-mail or in person at PTD for approval.			
10. Submit accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	10.1 Prepare the final label design and afterwards forward a copy to the client through e-mail or in person at PTD. 10.2 Receive the accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	None	7 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 3,951	45 Days, 1 Hour, 41 Minutes	

Label design with concept development is qualified for multi-stage processing



10. Label Design without Concept Development

Service provided to customer that covers all activities related to the improvement of existing label design. Client provided soft copy of existing label design produced using Adobe Illustrator.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
8) Plan for Label Design Development, PTD-F7 (1 original copy for assigned technical personnel, 1 emailed or original copy to client)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
9) Existing Label design (editable soft copy of illustrator file) and preferably with product sample		Client
10) Approval Sheet, PTD-F11 (1 original or e-mailed copy of PTD-F11 or letter from client for assigned personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



11) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Admin. Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 2,341	5 minutes	Administrative Officer III



				Cashier Section, ADM, Metrology Building
6. Acknowledge acceptance of <i>Plan for label design development</i> (PTD-F7) through e-mail or discussion in person at PTD.	6.1 Prepare the <i>Plan for label design development</i> (PTD-F7) and afterwards forward a copy to the client through e-mail or in person.	None	2 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
7. Acknowledge acceptance of initial drafted design and provide feedback through e-mail or in person at PTD.	7.1 Prepare initial draft of label design and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	14 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
8. Acknowledge acceptance of revised label design (Revision 1) and provide feedback (optional) through e-mail or in person at PTD.	8.1 Revise the label as per comments of the client on initial draft and afterwards forward a copy to the client through e-mail or in person at PTD for feedback.	None	11 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
9. Acknowledge acceptance of revised label design (Revision 2), <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2), and provide	9.1 Revise the label as per comments of the client on Revision 1 and afterwards forward a copy to the client together with <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2) through e-	None	11 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



final feedback (optional) through e-mail or in person at PTD.	mail or in person at PTD through e-mail or in person at PTD for approval.			
10. Submit accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	10.1 Prepare the final label design and afterwards forward a copy to the client through e-mail or in person at PTD. 10.2 Receive the accomplished <i>Approval Sheet for Packaging Design</i> (PTD-F11) and <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	None	7 Days	Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 2,341	45 Days, 1 Hour, 41 Minutes	

Label design with concept development is qualified for multi-stage processing



11. Migration Testing (Film)

Product-package compatibility test.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (15 pcs. A4 sized samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Admin. Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 4,153	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	6.2 Conduct the testing service.	None	16 Days	Sup. SRS or SRS II or SRS I or SR Analyst Testing Lab., PTD Building
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3	None	30 Minutes	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 4,153	17 Days, 2 Hours, 35 Minutes	

Migration testing is qualified for multi-stage processing



12. Migration Testing (Finished Packages)

Product-package compatibility test.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (15 pcs. unused preformed samples))		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Admin. Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 6,170	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	6.2 Conduct the testing service.	None	16 Days	Sup. SRS or SRS II or SRS I or SR Analyst Testing Lab., PTD Building



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	8.2Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 6,170	17 Days, 2 Hours, 35 Minutes	

Migration testing is qualified for multi-stage processing



13. Nutrition Labeling (Evaluation Only)

Service provided to customers which covers all activities related to nutrition label evaluation based on US FDA rules for nutrition facts label.

Office or Division:	Packaging Technology Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) Nutrition Analysis Information Sheet, PTD-F6 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Laboratory Report- Result of Analysis		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	SRS II Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Admin. Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 2,338	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit Laboratory Report- Result of Analysis to assigned technical personnel.	6.1 Receive and check if the submitted laboratory test results are complete. In case of non- compliance, instruct client to submit	None	2 Hours (paused-clock)	SRS II Reception Room, PTD Building



	the missing documents by email.			
	6.2. Draft nutrition facts label based on PTD-F6 and Laboratory Report- Result of Analysis.	None	2 Hours	SRS II Staff Room, PTD Building
	6.3. Supervisor and Division Chief to approve the drafted Nutrition Facts label.	None	1 Day	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.4. Prepare the <i>Technical Service Report</i> (PTD-F3).	None	2 Hours	SRS II Staff Room, PTD Building
	6.5. Supervisor and Division Chief to approve/ sign PTD-F3.	None	1 Day	Chief SRS or Sup. SRS Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	SRS II Reception Room, PTD Building
	7.2 Record the release of PTD-F3 in the <i>Outgoing Documents logbook</i> .	None	2 Minutes	SRS II Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2)	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	SRS II Reception Room, PTD Building



	8.2Receive the duly accomplished QMS-PTD-F2	None	1 Minute	<i>SRS II</i> Reception Room, PTD Building
TOTAL:		Php 2,338	2 Days, 7 hours, 50 minutes	



14. Oxygen Transmission Rate Testing

Measurement of the amount of oxygen gas that passes through a substance over a given period.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (3 pcs. A4 sized samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1. Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (Paused-clock)	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2 Receive the duly accomplished ITDI-F2 from the client	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>



	4.4 Assigned technical personnel will sign ITDI-F2	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 9,451	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Conduct the testing service.	None	14 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Testing Lab., PTD Building



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room,



	8.2Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 9,451	15 Days, 2 Hours, 35 Minutes	

Oxygen transmission rate testing is qualified for multi-stage processing



15. Package Development for Food Products

Service provided and conducted in accordance with the specifications and behaviour of the product samples submitted by the customer, approved testing procedure/s and methodology. This involves the selection of the appropriate packaging material for the food product and the conduct of shelf-life study. Factors to consider in the selection of packaging material appropriate for the food product are safety, toxicity, product-package compatibility, sustainability, and recyclability concerns.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1. Discuss the product/ packaging requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.2. Prepare the experimental design and determine the number of product samples required to be submitted.	None	2 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.3. Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



	3.4. Division Chief/ Supervisor to approve and sign PTD-F2. 3.5. Photocopy the approved/ signed PTD-F2 for the division/ section.	None None	1 Hour 5 Minutes	Reception Room, PTD Building <i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client. 5.2 Receive the duly accomplished ITDI-F2 from the client.	None None	7 minutes 1 minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Reception Room, PTD Building Chief SRS or Sup. SRS
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	Reception Room, PTD Building <i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR).	Php 18,421 + additional service fee for outsourced microbiological and chemical	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building



		analyses (price will depend on type of sample and fee of outsourced laboratory)		
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Conduct the packaging development service.	None	Product-dependent	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	2 Days	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD Building



8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 18,421 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + package development test duration	

Package development for food products is qualified for multi-stage processing



16. Packaging Design for Transport Packaging with Cushion Design

Development of transport packaging system. Includes performance evaluation tests (drop and vibration tests).

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
6) Sample to be tested		Client		
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the testing requirement of the product to the assigned technical personnel.	3.1 Discuss the testing requirement of the client.	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.2 Prepare <i>Quotation Form</i> (PTD-F2) for the client.	None	30 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	3.3 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Reception Room, PTD Building
	3.4 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused- clock)	Sr. SRS or SRS II Reception Room, PTD Building



5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR).	Php 7,807	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building



<i>Customer-supplied property logbook</i>	7.2 Conduct the testing service.	None	12 Days + additional 4 Days per revision of design	<i>Sr. SRS or SRS II Testing Lab., PTD Building</i>
	7.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	1 Hour	<i>Chief SRS or Sup. SRS Staff Room, PTD Building</i>
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>
8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sr. SRS or SRS II</i>



17. Peel Testing Using UTM

Office or Division:	Packaging Technology Division	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section



4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (20 pcs of the material to be tested)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	<i>Chief SRS or Sup. SRS Reception Room, PTD Building</i>
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.3 Issue official receipt (OR).	Php 2,410	5 minutes	<i>Administrative Officer III</i>



				Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	6.2 Conduct the testing service.	None	1 Day	Sr. SRS or SRS II Testing Lab., PTD Building
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	Sr. SRS or SRS II Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II



				Staff Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Staff Room, PTD Building
TOTAL:		Php 2,410	2 Days, 2 Hours, 35 Minutes	

18. Preparation Room Rental

A service that allows the client to use the PTD's preparation room for a limited period of time.

Office or Division:	Packaging Technology Division		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	



2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of the availability of PTD's preparation room.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst



Service Form (ITDI-F2).	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.6	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building



	5.3 Issue official receipt (OR).	Php 2, 231 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Use PTD's preparation room.	6.1 Usher the client to PTD's preparation room.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA</i> Preparation room, PTD Pilot Plant
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD-F2	None	1 Minute	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
TOTAL:		Php 2,231 per Hour	2 Hours. 43 Minutes	

19. Retort Rental

A service that allows the client to use PTD's Retort for a limited period of time.

Office or Division:	Packaging Technology Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government



Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for processing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building



3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.6	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	Chief SRS or Sup. SRS



	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.			Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.3 Issue official receipt (OR).	Php 2,280 per hour	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
6. Submit product to be processed to assigned technical personnel.	6.1 Receive the product to be processed.	None	10 Minutes	<i>Sr. SRS or SRS II or SRA or SA PTD Pilot Plant</i>
	6.2 Prepare the equipment and accessories.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA PTD Pilot Plant</i>
	6.3 Perform the retort operation.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA PTD Pilot Plant</i>
7. Receive the processed products from the assigned technical personnel.	7.1 Issue the processed products to the client.	None	5 Minutes	<i>Sr. SRS or SRS II or SRA or SA PTD Pilot Plant</i>
		None	2 Minutes	



	7.2 Make the client sign in the <i>Outgoing Documents</i> .			<i>Sr. SRS or SRS II or SRA or SA</i> PTD Pilot Plant
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> PTD Pilot Plant
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sr. SRS or SRS II or SRA or SA</i> PTD Pilot Plant
TOTAL:		Php 2,280 per Hour	4 Hours	

20. Shelf-Life Testing of Dried Foods

Service that determines the period of time that a food product will retain an acceptable level of eating quality in terms of safety and organoleptic attributes.

Office or Division:	Packaging Technology Division
Classification:	Highly technical
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	



1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
4) Order of payment (1 original copy for Accounting Section)	ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section			
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)	ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section			
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)	Client			
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the Consultation Form (PTD-F1) to assigned technical personnel.	2.1 Provide the Consultation Form (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	3.2 Prepare the experimental design and determine the number of product samples required to be submitted.	None	2 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	3.1 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	3.2 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	<i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
	3.5 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.				Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building



6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	6.3 Issue official receipt (OR).	Php 16,820 + additional service fee for outsourced microbiological and chemical analyses	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	7.2 Conduct the shelf-life testing service.	None	Product-dependent	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst PTD R&D Lab.</i>
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst PTD R&D Lab.</i>
		None	2 Days	<i>Chief SRS or Sup. SRS</i>



	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3. 7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Staff Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD Building
8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client. 8.2 Make the client sign in the <i>Outgoing Documents</i> .	None None	5 Minutes 2 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client. 9.2 Receive the duly accomplished QMS-PTD-F2	None None	10 Minutes 1 Minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



TOTAL:	Php 16,820 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + shelf-life test duration	

Shelf-life testing of dried foods is qualified for multi-stage processing

21. Shelf-Life Testing of Frozen Foods

Service that determines the period of time that a food product will retain an acceptable level of eating quality in terms of safety and organoleptic attributes.

Office or Division:	Packaging Technology Division		
Classification:	Highly technical		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section	



5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)	ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section			
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)	Client			
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)	ITDI/ Packaging Technology Division (PTD) Building/ Reception Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.2 Prepare the experimental design and determine the	None	2 Days	



	number of product samples required to be submitted.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	3.3 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	3.4 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	<i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
	3.5 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
5. Fill-out and submit the Request for Technical	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i>



Service Form (ITDI-F2).	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i>



	6.3 Issue official receipt (OR).	Php 14,639 + additional service fee for outsourced microbiological and chemical analyses	5 minutes	Accounting Section, FMD, Metrology Building <i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i>	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Conduct the shelf-life testing service.	None	Product-dependent	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	2 Days	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD Building



8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client. 8.2 Make the client sign in the <i>Outgoing Documents</i> .	None None	5 Minutes 2 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client. 9.2 Receive the duly accomplished QMS-PTD-F2.	None None	10 Minutes 1 Minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 14,639 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + shelf-life test duration	

Shelf-life testing of frozen foods is qualified for multi-stage processing



22. Shelf Life Testing of High-Acid Foods

Service that determines the period of time that a food product will retain an acceptable level of eating quality in terms of safety and organoleptic attributes.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)		Client



7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.2 Prepare the experimental design and determine the number of product	None	2 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



	samples required to be submitted. 3.3 Prepare the <i>Quotation Form</i> (PTD-F2) for the client. 3.4 Division Chief/ Supervisor to approve and sign PTD-F2. 3.5 Photocopy the approved/ signed PTD-F2 for the division/ section.	None None None	1 Hour 1 Hour 5 Minutes	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.4 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.5 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building



	6.6 Issue official receipt (OR).	Php 16,308 + additional service fee for outsourced microbiological and chemical analyses	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	7.2 Conduct the shelf-life testing service.	None	Product-dependent	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst PTD R&D Lab.
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst PTD R&D Lab.
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	2 Days	Chief SRS or Sup. SRS Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst PTD Building



8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 16,308 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + shelf-life test duration	

Shelf-life testing of high-acid foods is qualified for multi-stage processing



23. Shelf-life testing of low-acid canned foods

Service that determines the period of time that a food product will retain an acceptable level of eating quality in terms of safety and organoleptic attributes.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.2 Prepare the experimental design and determine the number of product samples required to be submitted.	None	2 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.3 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	3.4 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Reception Room, PTD Building
	3.5 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.1 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR).	Php 19,930 + additional service fee for outsourced microbiological and chemical analyses	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



<i>Customer-supplied property logbook.</i>	7.2 Conduct the shelf-life testing service.	None	Product-dependent	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	2 Days	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD Building
8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 19,930 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + shelf-life test duration	

Shelf-life testing of low-acid canned foods is qualified for multi-stage processing



24. Shelf-Life Testing of Perishable Foods

Service that determines the period of time that a food product will retain an acceptable level of eating quality in terms of safety and organoleptic attributes.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Sample (number of samples will depend on volume/ weight of sample submitted and tests to be conducted)		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the product/ packaging requirement to the assigned technical personnel.	3.1 Discuss the product/ packaging requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.2 Prepare the experimental design and determine the number of product samples required to be submitted.	None	2 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	3.3 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	3.4 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Reception Room, PTD Building
	3.5 Photocopy the approved/ signed PTD-F2 for the division/ section.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned personnel the schedule of visit to PTD to pay for the fees and sample submission.	4.1 E-mail/ mail PTD-F2 to client.	None	5 Minutes (paused-clock)	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI- F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR).	Php 6,552 + additional service fee for outsourced microbiological and chemical analyses	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
7. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	7.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	7.2 Conduct the shelf-life testing service.	None	Product-dependent	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.3 Prepare <i>Technical Service Report</i> (PTD-F3).	None	5 Days	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD R&D Lab.
	7.4 Supervisor/ Division Chief to approve and sign the PTD-F3.	None	2 Days	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	7.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> PTD Building
8. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	8.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	9.2Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 6,552 + additional service fee for outsourced microbiological and chemical analyses	9 Days, 4 Hours, 10 Minutes + shelf-life test duration	

Shelf-life testing of perishable foods is qualified for multi-stage processing.



25. Short-Run Printing of Mock-Up Labels (100 Pieces Maximum)

Client provided soft copy of existing label design for printing of mock-up labels.

Office or Division:	PTD			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
8) Soft copy of the design		Client		
9) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the technical requirements of the label to the assigned technical personnel.	3.1 Discuss the technical requirements of the client's label.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees	5.1 Control numbering	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR)	Php 2.00 per sq.in.	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit soft copy of the label design to the assigned technical personnel.	6.1 Receive the soft copy of the label design.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	6.2 Prepare sample proofing of the label based on the design provided by the customer.	None	1 Day	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
7. Acknowledge acceptance and provide feedback/ signify approval of the label.	7.1 Send-out sample proofing of the label to the customer.	None	5 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
	7.2 Re-do the label based on the feedback of the client and/ or acknowledge approval of the client.	None	1 Day	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
	7.3. Print the actual job order for production, which may include lamination, packing and cutting.	None	5 Days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
8. Pick- up the finished products at PTD.	8.1 Inform the client that the products are ready for pickup.	None	5 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2. Release the finished products to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Fill-out the Customer Satisfaction Survey Form (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	9.2 Receive the duly accomplished Customer Satisfaction Survey Form (QMS-PTD-F2)	None	1 Minute	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 2.00 per sq.in.	7 Days, 2 Hours, 22 Minutes	

Short-run printing of mock-up labels is qualified for multi-stage processing.

26. Short-Run Production of Boxes and Gift Packs (50 Pieces Maximum)

Client provided soft copy of existing label design for printing of mock-up labels.

Office or Division:	PTD		
Classification:	Highly Technical		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 2) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
3) Packaging Design Brief, PTD-F4 4) (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
5) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
6) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section	



7) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
8) Soft copy of the design		Client		
9) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original or e-mailed copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) and <i>Packaging Design Brief</i> (PTD-F4) to client.	None	15 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the label design requirement of the product to the assigned technical personnel.	3.1 Discuss the label design requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst



Service Form (ITDI-F2).	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building



	5.3 Issue official receipt (OR).	Php 489 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit soft copy of the box/ gift pack's design to the assigned technical personnel.	6.1 Receive the soft copy of the box/ gift pack's design.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Prepare sample proofing of the box/ gift pack based on the design provided by the customer.	None	1 Day	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
7. Acknowledge acceptance and provide feedback/ signify approval of the mock-up box/ gift pack	7.1. Send-out sample proofing of the box/ gift pack to the customer	None	5 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
	7.2 Re-do the box/ gift pack based on the feedback of the client and/ or acknowledge approval of the client.	None	1 Day	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
	7.3. Print the actual job order for production, which may include lamination, packing and cutting.	None	5 Days	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Design Room, PTD Building
8. Pick- up the finished products at PTD.	8.1 Inform the client that the products are ready for pickup.	None	5 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	8.2. Release the finished products to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
9. Fill-out the Customer Satisfaction Survey Form (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	9.2 Receive the duly accomplished Customer Satisfaction Survey Form (QMS-PTD-F2).	None	1 Minute	<i>Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 489 per Hour	7 Days, 2 Hours, 22 Minutes	

Short-run production of boxes and gift packs is qualified for multi-stage processing.



27. Technical Supervision/Evaluation for In-plant Production (Heat Distribution Test)

Heat distribution test is a service offered by the PTD that identifies the zone within a retort (or any chamber) which receives the lowest temperature during thermal processing.

Office or Division:	Packaging Technology Division	
Classification:	Highly technical	
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section
6) Equipment to be tested		Client
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS Reception Room, PTD Building
3. Discuss the product/ process/ packaging equipment requirement to the assigned technical personnel	3.1 Discuss the product/ process/ packaging equipment requirement of the client and PTD's availability to conduct the service	None	30 Minutes	Sup. SRS or Sr. SRS Reception Room, PTD Building
	3.2 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	30 Minutes	Sup. SRS or Sr. SRS Reception Room, PTD Building
	3.3 Division Chief/ Supervisor to approve and sign PTD-F2.	None	1 Hour	Chief SRS or Sup. SRS Staff Room, PTD Building
		None	5 Minutes	Sup. SRS or



	3.3 Photocopy the approved/ signed PTD-F2 for the division/ section.			Sr. SRS Reception Room, PTD Building
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned technical personnel the schedule of visit to PTD to pay for the fees.	4.1 Email/ mail PTD-F2 Quotation Form to client.	None	5 Minutes (paused-clock)	Sup. SRS or Sr. SRS Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	5.4 Assigned technical personnel will sign ITDI-F2.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees.	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	6.3 Issue official receipt (OR).	Testing fee- Php 4,349 per trial; minimum of two (2) production trials. Additional P2,280 per trial if needed for verification	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
7. Prepare raw materials/product samples for testing.	7.1 Travel to client's plant location for equipment verification.	Shouldered by client	2 Days	<i>Sup. SRS or Sr. SRS or Science Aide</i> Client's location
	7.2 Perform HDT trials.	None	2 Days	<i>Sup. SRS or Sr. SRS</i> Client's location



	7.3 Prepare the Technical Service Report (PTD-F3).	None	5 Days	Sup. SRS or Sr. SRS Staff Room, PTD Building
	7.4 Supervisor/ Division Chief to approve and sign the Technical Service Report (PTD-F3).	None	2 Days	Chief SRS or Sup. SRS Staff Room, PTD Building
	7.5 Photocopy the approved/ signed Technical Service Report for the Division/ Section.	None	5 Minutes	Sup. SRS or Sr. SRS Staff Room, PTD Building
7. Receive the Technical Service Report (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed Technical Service Report (PTD-F3) to client.	None	10 Minutes	Sup. SRS or Sr. SRS Staff Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents logbook</i> .	None	2 Minutes	Sup. SRS or Sr. SRS Staff Room, PTD Building
8. Fill-out the Customer Satisfaction Survey Form (QMS-PTD-F2)	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or Sr. SRS Staff Room, PTD Building
	8.2 Receive the duly accomplished Customer	None	1 Minute	Sup. SRS or Sr. SRS



	Satisfaction Survey Form (QMS-PTD-F2)			Staff Room, PTD Building
	TOTAL:	Php 8,698 + additional Php 2,280 per trial if needed for verification	11 Days, 3 Hours, 40 Minutes	

28. Technical Supervision / Evaluation for In-Plant Production (Heat Penetration Test)

Heat penetration test is a service offered by the PTD that determines the heating and cooling characteristics in the coldest point of a given product, in a given container, under specified process conditions.

Office or Division:	Packaging Technology Division		
Classification:	Highly technical		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
4) Order of payment (1 original copy for Accounting /Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section	



5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
6) Product/ Equipment to be tested		Client		
7) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS Reception Room, PTD Building
3. Discuss the product/ process/ packaging equipment requirement to the assigned technical personnel.	3.1 Discuss the product/ process/ packaging equipment requirement of the client and PTD's availability to conduct the service.	None	30 Minutes	Sup. SRS or Sr. SRS Reception Room, PTD Building
		None	30 Minutes	Sup. SRS or Sr. SRS



	3.2 Prepare the <i>Quotation Form</i> (PTD-F2) for the client.	None	1 Hour	Reception Room, PTD Building <i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	3.3 Division Chief/ Supervisor to approve and sign PTD-F2	None	5 Minutes	<i>Sup. SRS or Sr. SRS</i> Reception Room, PTD Building
	3.4 Photocopy the approved/ signed PTD-F2 for the division/ section			
4. Acknowledge receipt of <i>Quotation Form</i> (PTD-F2) and inform assigned technical personnel the schedule of visit to PTD to pay for the fees.	4.1 Email/ mail PTD-F2 Quotation Form to client.	None	5 Minutes (paused-clock)	<i>Sup. SRS or Sr. SRS</i> Reception Room, PTD Building
5. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	5.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	5.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	5.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	5.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	5.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
6. Proceed to the Metrology Building and pay for the fees	6.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	6.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	6.3 Issue official receipt (OR).	Testing fee- Php 4,349 per trial; minimum of two (2) production trials. Additional P2,280 per trial if needed for verification	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>



7. Prepare raw materials/product samples for testing.	7.1 Travel to client's plant location for equipment verification	Shouldered by client	2 days	<i>Sup. SRS or Sr. SRS or Science Aide</i> Client's location
	7.2 Perform the HPT trials	None	2 days	<i>Sup. SRS or Sr. SRS or Science Aide</i> Client's location
8. Submit the processed samples to an FDA-accredited laboratory for commercial sterility testing and thereafter submit a copy of the results to PTD.	8.1 Issue the processed/ tested samples to client for commercial sterility testing.	None	10 minutes (paused-clock)	<i>Sup. SRS or Sr. SRS or Science Aide</i> Client's location
	8.2 Receive the commercial sterility test report from the client and prepare the <i>Technical Service Report</i> (PTD-F3)	None	2 days	<i>Sup. SRS or Sr. SRS</i> Staff Room, PTD Building
	8.3 Division chief/ supervisor to approve and sign the PTD-F3	None	2 days	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	8.4 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 minutes	<i>Sup. SRS or Sr. SRS</i> Staff Room, PTD Building
9. Receive the Technical Service Report (PTD-F3) from the assigned technical personnel via email or pick-up at the	9.1 Issue the approved/ signed Technical Service Report (PTD-F3) to client.	None	10 minutes	<i>Sup. SRS or Sr. SRS</i> Staff Room, PTD Building
		None	2 minutes	<i>Sup. SRS or</i>



Packaging Technology Division	9.2 Make the client sign in the <i>Outgoing Documents logbook</i>			Sr. SRS Staff Room, PTD Building
10. Fill-out the Customer Satisfaction Survey Form (QMS-PTD-F2)	10.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 minutes	Sup. SRS or Sr. SRS Staff Room, PTD Building
	10.2 Receive the duly accomplished Customer Satisfaction Survey Form (QMS-PTD-F2)	None	1 minute	Sup. SRS or Sr. SRS Staff Room, PTD Building
TOTAL:		Php 8,698 + additional Php 2,280 per trial if needed for verification	8 Days, 3 Hours, 50 Minutes	



29. Tensile Testing Using UTM

Tensile test is used to determine the maximum strength or load that a material can withstand.

Office or Division:		Packaging Technology Division		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (20 pcs of the material to be tested)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.3 Issue official receipt (OR).	Php 2,410	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
	6.2 Conduct the testing service.	None	1 Day	<i>Sr. SRS or SRS II Testing Lab., PTD Building</i>
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>



	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	Chief SRS or Sup. SRS Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Staff Room, PTD Building
TOTAL:		Php 2,410	2 Days, 2 Hours, 35 Minutes	



30. Testing for Acetaldehyde

Test for the presence of specific packaging contaminants (*i.e.*, Acetaldehyde) which may be hazardous to human health.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (6 pcs. samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD</i> , Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR)	Php 6,854	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Conduct the testing service.	None	18 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Testing Lab.,



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 6,854.00	19 Days, 2 Hours, 35 Minutes	

Testing for Acetaldehyde is qualified for multi-stage processing

31. Testing for Benzophenone

Test for the presence of specific packaging contaminants (*i.e.*, Benzophenone) which may be hazardous to human health.

Office or Division:	Packaging Technology Division		
Classification:	Highly technical		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section	
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section	



5) Sample (6 pcs. samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	4.2 Receive the duly accomplished ITDI-F2 from the client.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD</i> , Metrology Building
	5.2 Processing of order of payment at Accounting Section	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR)	Regular rate: Php 10,532 Student rate:	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building



		Php 8,425		
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Conduct the testing service.	None	18 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Testing Lab., PTD Building
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3)	None	1 Day	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room,



technical personnel via email or pick-up at the Packaging Technology Division.	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Regular rate: Php 10,532 Student rate: Php 8,425	19 Days, 2 Hours, 35 Minutes	

Testing for benzophenone is qualified for multi-stage processing.



32. Testing for Bisphenol A

Test for the presence of specific packaging contaminants (*i.e.* Bisphenol A) which may be hazardous to human health.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (6 pcs. samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 10, 054	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



<i>Customer-supplied property logbook.</i>	6.2 Conduct the testing service.	None	18 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst Testing Lab., PTD Building</i>
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building</i>
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS Staff Room, PTD Building</i>
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Staff Room, PTD Building</i>
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
		None	2 Minutes	<i>Sup. SRS or</i>



	7.2 Make the client sign in the <i>Outgoing Documents</i> .			<i>SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 10,054.00	19 Days, 2 Hours, 35 Minutes	

Testing for Bisphenol A is qualified for multi-stage processing



33. Testing for Phthalates

Test for the presence of specific packaging contaminants (*i.e.*, Phthalates) which may be hazardous to human health.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (6 pcs. samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building <i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Reception Room, PTD Building Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.3 Issue official receipt (OR).	Php 10, 345	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	6.2 Conduct the testing service.	None	18 Days	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i>



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	Testing Lab., PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building



8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 10,345.00	19 Days, 2 Hours, 35 Minutes	

Testing for Phthalates is qualified for multi-stage processing



34. Training of Designer

Service provided to customer who requests training for label design development using adobe illustrator and application of information base on Mandatory labelling requirements.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) PTD Quotation Form, PTD-F2 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
4) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
5) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
6) Training hand-outs		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Certificate of training		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
8) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss training requirement to the assigned technical personnel.	3.1 Discuss the training requirement of the client.	None	30 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building <i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR)	Training fee- Php 9,816 (minimum of 5 persons per training)	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Acknowledge acceptance of schedule of training.	6.1 Prepare schedule and program of training.	None	5 Days (paused-clock)	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i>



				Reception Room, PTD Building
7. Attendance to the training.	7.1 PTD to deliver lecture and hands-on training on label design.	None	14 Days	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Design Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	9.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	9.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
TOTAL:		Php 49,080 for 5 pax	19 Days, 1 Hour, 42 Minutes	

Training of designer is qualified for multi-stage processing



35. Use of Continuous Band Sealer

A service that allows the use of PTD's Continuous Band Sealer for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building
		None	2 Minutes	SRS / or



	1.2 Officer of the Day will direct the client to appropriate technical personnel.			SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	<i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees.	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 327 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building



	5.3 Perform the packing/ sealing operation.	None	1 Hour	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
6. Receive the packed/ sealed products from the assigned technical personnel.	6.1 Issue the packed/ sealed products to the client.	None	5 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	6.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD- F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 327 per Hour	3 Hours, 15 Minutes	



36. Use of Form-Fill Seal for Solids

A service that allows the use of PTD's Form-Fill-Seal machine for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
		None	2 Minutes	SRS I or



	1.2 Officer of the Day will direct the client to appropriate technical personnel.			SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst



	4.5 Division Chief/ OIC/ Section head will sign ITDI- F2	None	1 minute	Reception Room, PTD Building <i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees.	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS- PMISD</i> , Metrology Building
	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 373 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
	5.3 Perform the packing/ sealing operation.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building



6. Receive the packed/ sealed products from the assigned technical personnel.	6.1 Issue the packed/ sealed products to the client.	None	5 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	6.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 373 per Hour	3 Hours, 15 Minutes	



37. Use of Hot and Cold Sealer

A service that allows the use of PTD's Hot and Cold Sealer for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building
		None	2 Minutes	SRS / or



	1.2 Officer of the Day will direct the client to appropriate technical personnel.			SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/package requirement to the assigned technical personnel.	3.1 Discuss the product/package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	4.4 Assigned technical personnel will sign ITDI-F2			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2	None	1 minute	<i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees.	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 419 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> . 1.	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
		None	1 Hour	



	5.3 Perform the packing/ sealing operation.			Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
6. Receive the packed/ sealed products from the assigned technical personnel.	6.1 Issue the packed/ sealed products to the client.	None	5 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	6.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD- F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 419 per Hour	3 Hours. 15 Minutes	



38. Use of Sacheting Machine

A service that allows the use of PTD's Sacheting Machine for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/package requirement to the assigned technical personnel.	3.1 Discuss the product/package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	<i>Chief SRS or Sup. SRS</i> Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees.	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 313 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
	5.3 Perform the packing/ sealing operation.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA</i>



				Packing Room, PTD Building
6. Receive the packed/ sealed products from the assigned technical personnel.	6.1 Issue the packed/ sealed products to the client.	None	5 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	6.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 313 per Hour	3 Hours, 15 Minutes	



39. Use of Shrink Packaging Machine

A service that allows the use of PTD's Shrink Packaging Machine for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
Product for packing/ sealing		Client		
Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
			2 Minutes	SRS I or



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None		SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.2 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
		None	1 minute	



	4.4 Assigned technical personnel will sign ITDI-F2.			<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees.	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD</i> , Metrology Building
	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 450 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building



	5.3 Perform the packing/ sealing operation.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building</i>
6. Receive the packed/ sealed products from the assigned technical personnel.	6.1 Issue the packed/ sealed products to the client.	None	5 Minutes	<i>Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building</i>
	6.2 Make the client sign in the <i>Outgoing Documents</i>	None	2 Minutes	<i>Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building</i>
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD- F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building</i>
	7.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	<i>Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building</i>
TOTAL:		Php 450 per Hour	3 Hours, 15 Minutes	



40. Use of Skin Packaging Machine

A service that allows the use of PTD's Skin Packaging Machine for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building
		None	2 Minutes	SRS / or



	1.2 Officer of the Day will direct the client to appropriate technical personnel.			SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building



4. Fill-out and submit the Request for Technical Service Form (ITDI-F2)	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
Proceed to the Metrology Building and pay for the fees	4.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD</i> , Metrology Building



	4.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	4.3 Issue official receipt (OR).	Php 648 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
5. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	5.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	5.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
	5.3 Perform the sealing operation.	None	1 Hour	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
6. Receive the sealed products from the assigned technical personnel.	6.1 Issue the sealed products to the client.	None	5 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building
	6.2 Make the client sign in the <i>Outgoing Documents</i>	None	2 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i>



				Packing Room, PTD Building
7. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	7.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 648 per Hour	3 Hours, 15 Minutes	

41. Texture Analyzer

Instrument used to analyze product texture.

Office or Division:	Packaging Technology Division		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room	



2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (20 pcs of the material to be tested)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building



	to submit samples for testing.			
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building



5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD, Metrology Building</i>
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV Accounting Section, FMD, Metrology Building</i>
	5.3 Issue official receipt (OR).	Regular rate: Php 2,573 Student rate: Php 1,572	5 minutes	<i>Administrative Officer III Cashier Section, ADM, Metrology Building</i>
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
	6.2 Conduct the testing service.	None	1 Day	<i>Sr. SRS or SRS II Testing Lab., PTD Building</i>
	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	<i>Sr. SRS or SRS II Staff Room, PTD Building</i>
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS Staff Room, PTD Building</i>



	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division.	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Staff Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Staff Room, PTD Building
TOTAL:		Regular rate: Php 2,573 Student rate: Php 1,572	2 Days, 2 Hours, 35 Minutes	



42. Use of Vacuum Packaging Machine

A service that allows the use of PTD's vacuum packaging machine for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for packing/ sealing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS / or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
3. Discuss the product/ package requirement to the assigned technical personnel.	3.1 Discuss the product/ package requirement of the client and inform the client of PTD's availability to conduct the service.	None	30 Minutes (paused-clock)	Sr. SRS or SRS II Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	<i>SRS II or SRS I MIS-PMISD</i> , Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	<i>Administrative Officer IV</i> Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 300 per hour	5 minutes	<i>Administrative Officer III</i> Cashier Section, ADM, Metrology Building
6. Submit product to be packed/ sealed to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the product to be packed/ sealed and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	<i>Sr. SRS or SRS II</i> Reception Room, PTD Building
	6.2 Prepare the equipment and corresponding accessories.	None	15 Minutes	<i>Sr. SRS or SRS II or SRA or SA</i> Packing Room, PTD Building



	6.3 Perform the packing/ sealing operation.	None	1 Hour	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
7. Receive the packed/ sealed products from the assigned technical personnel.	7.1 Issue the packed/ sealed products to the client.	None	5 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II or SRA or SA Packing Room, PTD Building
TOTAL:		Php 300 per Hour	3 Hours, 15 Minutes	



43. Use of Weathering Chamber

A service that allows the use of PTD's weathering chamber for a limited period of time.

Office or Division:	Packaging Technology Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel/section/division concerned)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Product for testing		Client		
6) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in)	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	<i>SRS / or SR Assistant Reception Room, PTD Building</i>



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	<i>SRS I or SR Assistant Reception Room, PTD Building</i>
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
3. Discuss the testing requirement to the assigned technical personnel.	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	<i>Sr. SRS or SRS II Reception Room, PTD Building</i>
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	<i>Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building</i>



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Regular rate: Php 1,170 per hour Student rate: Php 936 per hour	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product to be tested to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the product to be tested and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	6.2 Prepare the equipment and corresponding accessories.	None	4 Hours	Sr. SRS or SRS II R&D Lab.,



	6.3 Perform the weathering operation.	None	1 Hour	PTD Building Sr. SRS or SRS II R&D Lab., PTD Building
7. Receive the sealed products from the assigned technical personnel.	7.1 Issue the tested products to the client.	None	5 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	Sr. SRS or SRS II Reception Room, PTD Building
	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	Sr. SRS or SRS II Reception Room, PTD Building
TOTAL:		Regular rate: Php 1,170 per Hour Student rate: Php 936 per Hour	7 Hours,	



44. Water Vapor Transmission Rate Testing

Measure of the passage of water through a material.

Office or Division:	Packaging Technology Division			
Classification:	Highly technical			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) PTD Consultation Form, PTD-F1 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
2) Request for Technical Service form, ITDI-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
3) Order of payment (1 original copy for Accounting Section)		ITDI/ Metrology Building/ Financial Management Division (FMD)/ Accounting Section		
4) Official receipt (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Metrology Building/ Administrative Division (ADM)/ Cashier Section		
5) Sample (3 pcs. A4 sized samples)		Client		
6) Technical service report, PTD-F3 (1 original copy for client, 1 photocopy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
7) Customer Satisfaction Survey Form, QMS-PTD-F2 (1 original copy for assigned technical personnel)		ITDI/ Packaging Technology Division (PTD) Building/ Reception Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry (via telephone call, email, or walk-in).	1.1 Officer of the Day will accommodate the client on their inquiry.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building



	1.2 Officer of the Day will direct the client to appropriate technical personnel.	None	2 Minutes	SRS I or SR Assistant Reception Room, PTD Building
2. Fill-out and submit the <i>Consultation Form</i> (PTD-F1) to assigned technical personnel.	2.1 Provide the <i>Consultation Form</i> (PTD-F1) to client.	None	5 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
3. Discuss the testing requirement to the assigned technical personnel	3.1 Discuss the testing requirement of the client and inform client on when to submit samples for testing.	None	30 Minutes (paused-clock)	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
4. Fill-out and submit the Request for Technical Service Form (ITDI-F2).	4.1 Give a copy of <i>Request for Technical Service Form</i> (ITDI-F2) to client.	None	7 minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.2 Receive the duly accomplished ITDI-F2 from the client.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.3 Check entry and fill-out ITDI section in ITDI-F2.	None	5 minutes	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building



	4.4 Assigned technical personnel will sign ITDI-F2.	None	1 minute	Sup. SRS or Sr. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	4.5 Division Chief/ OIC/ Section head will sign ITDI-F2.	None	1 minute	Chief SRS or Sup. SRS Reception Room, PTD Building
5. Proceed to the Metrology Building and pay for the fees.	5.1 Control numbering.	None	2 minutes	SRS II or SRS I MIS-PMISD, Metrology Building
	5.2 Processing of order of payment at Accounting Section.	None	30 minutes	Administrative Officer IV Accounting Section, FMD, Metrology Building
	5.3 Issue official receipt (OR).	Php 11,623	5 minutes	Administrative Officer III Cashier Section, ADM, Metrology Building
6. Submit product samples to assigned technical personnel and sign in the <i>Customer-supplied property logbook</i> .	6.1 Receive the samples and have the client sign in the <i>Customer-supplied property logbook</i> .	None	10 Minutes	Sup. SRS or SRS II or SRS I or SR Analyst Reception Room, PTD Building
	6.2 Conduct the testing service.	None	14 Days	Sup. SRS or SRS II or SRS I or SR Analyst Testing Lab.,



	6.3 Prepare the <i>Technical Service Report</i> (PTD-F3).	None	1 Day	PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
	6.4 Supervisor/ Division Chief will approve and sign the PTD-F3.	None	30 Minutes	<i>Chief SRS or Sup. SRS</i> Staff Room, PTD Building
	6.5 Photocopy the approved/ signed PTD-F3 for the Division/ Section.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Staff Room, PTD Building
7. Receive the <i>Technical Service Report</i> (PTD-F3) from the assigned technical personnel via email or pick-up at the Packaging Technology Division	7.1 Issue the approved/ signed PTD-F3 to client.	None	5 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
	7.2 Make the client sign in the <i>Outgoing Documents</i> .	None	2 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
8. Fill-out the <i>Customer Satisfaction Survey Form</i> (QMS-PTD-F2).	8.1 Provide the Customer Satisfaction Survey Form (QMS-PTD-F2) to the client.	None	10 Minutes	<i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room,



	8.2 Receive the duly accomplished QMS-PTD-F2.	None	1 Minute	PTD Building <i>Sup. SRS or SRS II or SRS I or SR Analyst</i> Reception Room, PTD Building
TOTAL:		Php 11, 623	15 Days, 2 Hours, 35 Minutes	

Water vapor transmission rate testing is qualified for multi-stage processing.



PTD Services

Standardized Fees

A. Package Development Php 18, 421.00

B. Shelf Life Testing*

1. Low acid canned foods	Php 19,930.00
2. High acid foods	Php 16,308.00
3. Dried foods	Php 16,820.00
4. Perishables	Php 6,552.00
5. Frozen foods	Php 14,639.00

** Additional fee for package development and shelf life testing such as microbial and chemical analyses- as per quotation.*

C. Technical Supervision/ Evaluation for In- Plant Production - Php 4,349.00

D. Transport Packaging

1. Evaluation of packaging for transport	Php 5,145.00
2. Compression testing	Php 3,043.00
3. Packaging design for transport packaging with cushion design	Php 7,807.00

E. Nutrition Labeling

1. Cost of analysis depends on product ingredient	
2. Evaluation only	Php 2, 338.00 per sample

F. Label Design

1. Without concept development	Php 2,341.00
2. With concept development	Php 3,951.00
3. Label design for box	
i. Category 1 (stock design with minimal alteration)	Php 5,178.00
ii. Category 2 (custom design)	Php 6,057.00
Short- run production (boxes and gifts packs)	Php 489.00 per hr



Short- run printing (mock- up labels)	Php 2.00 per sq. in.
Evaluation of Mandatory Labeling Requirements	Php 746.00
Brand development	Php 5, 256.00
Training of Designer	Php 9, 816.00 per person

G. Use of Facilities

1. Vacuum packaging machine	Php 300.00 per hr
2. Form- fill- seal machine	Php 373.00 per hr
3. Continuous band sealer	Php 327.00 per hr
4. Skin packaging machine	Php 648.00 per hr
5. Shrink packaging machine	Php 450.00 per hr
6. Sacheting machine	Php 313.00 per hr
7. Hot and cold sealer	Php 419.00 per hr
8. Retort rental	Php 2,280.00 per hr
9. Preparation room rental day	Php 2,231.00 per

H. Testing

1. Water vapor transmission rate	Php 11, 623.00 per sample
2. Oxygen transmission rate	Php 9,451.00 per sample
3. Migration testing film	Php 4,153.00 per sample
4. Migration testing finished packages	Php 6, 170.00 per sample
5. Identification of plastic using DSC	Php 3,000.00 per sample
6. Determination of toluene/ ethyl acetate residual in printed packaging material	Php 3,601.00 per sample
7. Tensile and peel test using UTM	Php 2,410.00 per sample
8. Benzophenone	Php 10,532.00 per sample
9. Phthalates	Php 10,345.98 per sample
10. Acetaldehyde	Php 6,854.64 per sample
11. Bisphenol A	Php 10,054.36 per sample
12. Weathering Test	Php 1,170.00 per hr

**** Service fees are subject to change without prior notice.***



VII. FEEDBACK AND COMPLAINTS MECHANISMS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	Fill-out QMS-F1 Customer Complaints Form and drop it at the designated drop box in the lobby of buildings: Metrology, FPD/MSD, CED, EBD, PTD, STD, and ADMATEL. Contact info: 88372071 local 2218 oddats@itdi.dost.gov.ph
How feedback is processed?	Concerned division investigates the validity of the complaint. Discuss customer's feedback in the management review for further action. Concerned division will take appropriate corrective action and inform the customer / complainant. For inquiries and follow-ups, client may contact the following: (02) 88372071 local 2218.
How to file a complaint?	Fill-out QMS-F1 Customer Complaints Form and drop it at the designated drop box in the lobby of buildings: Metrology, FPD/MSD, CED, EBD, PTD, STD, and ADMATEL. For inquiries and follow-ups, client may contact the following: (02) 88372071 local 2218.
How complaints are processed?	Concerned division investigates the validity of the complaint. Discuss customer's complaint among the staffs of the concerned division for their explanation. Concerned division will create a report after the investigation and shall submit it to the Deputy Director / Director for



	appropriate action. Concerned division will give the feedback to the client / complainant. For inquiries and follow-ups, client may contact the following: (02) 88372071 local 2218 or 2215.
Contact Information of CCB, PCC, ARTA?	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) 165 65 (Call) Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph/



VIII. LIST OF OFFICES

Office	Address	Contact Information
Office of the Director	DOST Cmpd., Gen. Santos Ave., Bicutan, Taguig City	Tel No.: 8837-2071 To 82 Local 2215 Email Address: od@itdi.dost.gov.ph avbriones@itdi.dost.gov.ph avbriones2003@yahoo.com
Office of the Deputy Director – Research & Development	-do-	Tel. No. (632) 8837-2071 to 82 loc. 2218 Email Address: oddrd@itdi.dost.gov.ph / odd.itdi@gmail.com , cmcmontesa@itdi.dost.gov.ph
Office of the Deputy Director – Administrative & Technical Services	-do-	Tel. No. (632) 8837-2071 to 82 local 2218 Email Address: oddats@itdi.dost.gov.ph / odd.itdi@gmail.com , zvang@itdi.dost.gov.ph
RESEARCH AND DEVELOPMENT DIVISIONS		
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Environmental Biotechnology Division	-do-	Telefax. No. (632) 8837-2071 to 82 loc. 2185 Email Address: rlesguerra@itdi.dost.gov.ph , ebd@itdi.dost.gov.ph
Food Processing Division	-do-	Tel. No. (632) 8837-2071 to 82 loc. 2210 Email Address: fpd@itdi.dost.gov.ph , fpditdi@gmail.com
Materials Science Division	-do-	Tel. No. (632) 8837-2071 to 82 loc. 2201, 2233 Email Address: msd@itdi.dost.gov.ph , jrcelorico@gmail.com
Packaging Technology Division	-do-	Telefax: (632) 8837-7530, 8837-2071 loc. 2231 Email Address: desquivel105@yahoo.com , packaging@itdi.dost.gov.ph



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Technological Services Division	-do-	Tel. No. (632) 8837-2071 to 82 loc. 2265 Telefax No. (632) 8837-6156 Email address: tsd@itdi.dost.gov.ph, necflorendo@itdi.dost.gov.ph
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Planning and Management Information Systems Division	-do-	Tel. No. (632) 8837-2071 to 82 loc. 2183/2213/2205 Email Address: pmis@itdi.dost.gov.ph, planningmisd@gmail.com, zvang@itdi.dost.gov.ph