

Procedures

Activities	Process Owner(s)/ Position	System Procedures	Time/hrs/days to Accomplish	Output
Availing Analytical Services	NTA Researchers and Outside Clients	Submit Letter Request with approved project plan and budget (for NTA researchers) and samples for analysis.	5 mins	Letter Request
	IRD Secretary I	Receives Letter Request and samples. Forwards the letter and samples to Dept. Manager	5 mins	
	Dept. Manager III	Forwards the letter and samples to the TLSID Chief for validation	10 mins	
	Chief Science Research Specialist	Evaluate the samples and identifies/confirmation of the required parameters	30 mins	
	Dept. Manager III	Endorses Request form for Analytical Services duly signed by clients/researches	5 mins	
	IRD Secretary I	Forwards request form and supporting documents to the Office of the Administrator	5 mins	
	Secretary I	Receives request form and supporting documents	5 mins	
	Administrator	Approves request form	1 hour	
	Secretary I	Receives approved request form and supporting documents Forwards approved request form and samples to TLSID Chief for proper action	10 mins 20 mins	Approved Request for Analytical Services
	Chief SRS	Receives samples for analysis Forward samples to Chemist IV for sample check and labeling	20 mins	

	Chemist IV	Assigns laboratory codes to the submitted samples Forward samples to Soil and Water Lab, Batac (for parameters specifically determined in this lab)	30 mins 2 days	
	Chief SRS, Chemist IV/III, Suvng SRS, SRS II/I	Conduct chemical analysis for the required parameters Process Data	7 days	
	Chief SRS	Reviewed/consolidates data Prepares/certifies report of analysis Compute total laboratory fees and prepares request for statement of account (SOA)	1 hour	
	Department Manager	Approves SOA Approves Report of Analysis	30 mins	
	Secretary I	Forwards approved request for SOA to finance department Forwards Report of Analysis to the Administrator	15 mins	
	Administrator	Approves Report of Analysis	1 hour	Approved Report of Analysis
	Finance Department (Financial Analyst I)	Prepares SOA and order of payment and issues order of payment to the client	15 mins	Statement of Account
	Cashier II	Issues Official Receipt (OR) to client	15 mins	Official Receipt
	Chief SRS	Accepts photocopy of OR and releases original copy of Report of Analysis to the client	10 mins	