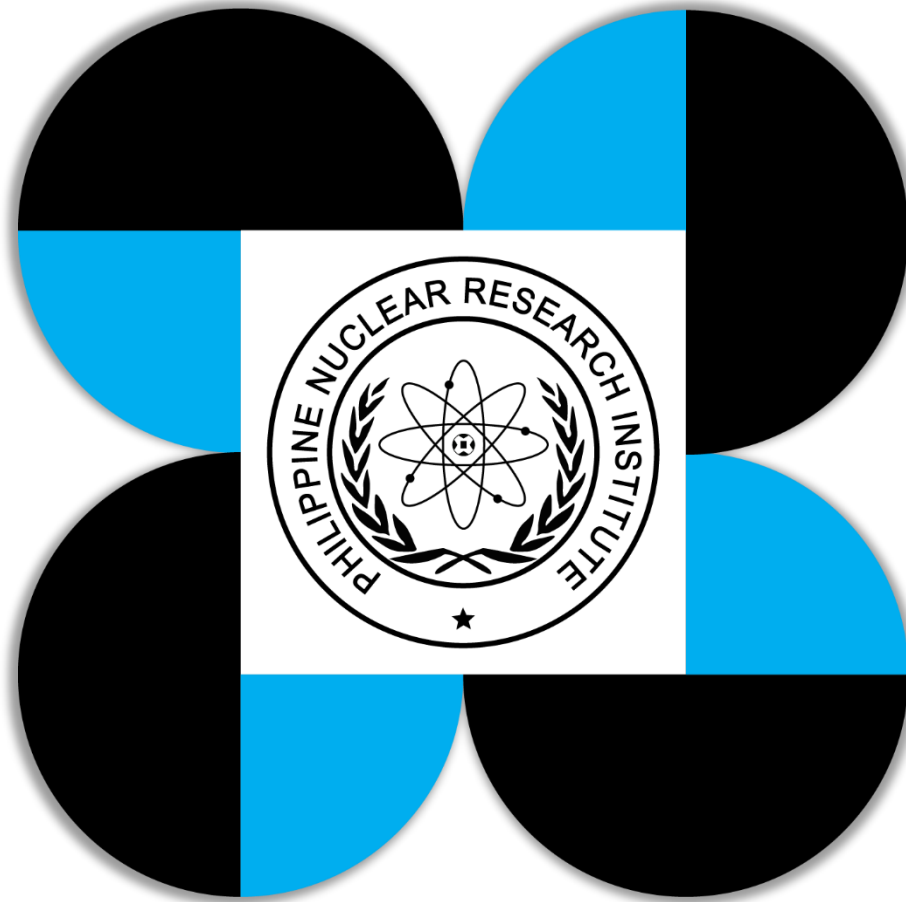
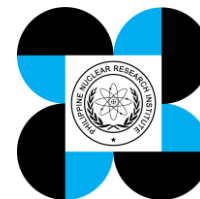


**PHILIPPINE
NUCLEAR
RESEARCH
INSTITUTE**

CITIZENS CHARTER

1st Edition - 2025





PHILIPPINE NUCLEAR RESEARCH INSTITUTE

CITIZEN'S CHARTER 2025 (1st Edition)



FOREWORD

The Department of Science and Technology- Philippine Nuclear Research Institute (DOST-PNRI) endeavors to uphold the highest standard of service in the pursuit of its mandate which is to develop and regulate the safe and peaceful uses of nuclear science and technology in the Philippines.

Such standard of service is ingrained in DOST-PNRI as it undertakes research and development activities in the peaceful uses of nuclear energy, institutes regulations on the said uses. and carries out the enforcement of said regulations to protect the health and safety of radiation workers and the general public.

In compliance to R.A. 11032 that requires all government agencies to have a Citizen's Charter, the procedures of the DOST-PNRI's frontline services are therefore recorded in this Citizen's Charter as reference to the Institute's mark of quality and efficiency as it provides its brand of service to the public.

CARLO A. ARCILLA, Ph.D.

Director



I. Mandate:

To undertake research and development activities in the peaceful uses of nuclear energy, to institute regulations on the said uses and to carry out the enforcement of said regulations to protect the health and safety of radiation workers and the general public.

II. Vision:

We envision to contribute, using nuclear science and technology, to the food, health, environment, and energy security of Filipinos.

We strive, by 2028, to be a national center of excellence in nuclear science and technology services, and nuclear regulation, and eventually in the Southeast Asian region, expand the nuclear education programs and be ready to service the nuclear power program of the Philippines.

III. Mission:

We contribute to the improvement of the quality of Filipino life through safe and innovative nuclear science and technology.

IV. Service Pledge:

We, the officials and employees of PNRI, commit to:

Nurture the inherent right of every citizen to prompt, efficient and high quality specialized nuclear services;

Uplift and improve the quality of life through the safe and secure use of nuclear energy;

Consolidate all our efforts to ensure a more effective and efficient use of available resources to better serve the country;

Lead in the global search for long-term sustainable solutions to current issues affecting humanity through nuclear science and technology;

Ensure fair, just and objective implementation of our nuclear regulations consistent with international safety standards in consultation with concerned stakeholders;

Account for all our actions in addressing every citizen's needs and concerns with utmost transparency and integrity; and

Respond proactively to national, regional and international calls for cooperation and mutual agreements to further strengthen nuclear science and technology.



In affirmation of these commitments,
the PNRI is at your service 24 by 7 through our website, www.pnri.dost.gov.ph,
and our trunk lines at (02) 8929-60-10 to 19.



LIST OF SERVICES

Philippine Nuclear Research Institute

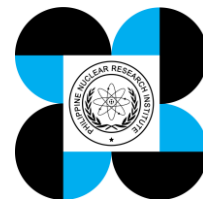
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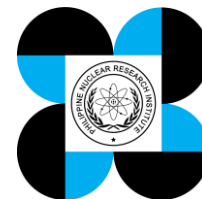


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Philippine Nuclear Research Institute

EXTERNAL SERVICES



1. Issuance of New/Amendment of Radioactive Material License (Complex)

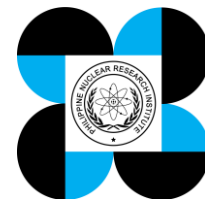
This ensures applicant's/licensee's regulatory compliance for the safety of the workers, public and the environment from the harmful effects of ionizing radiation and security of radiation sources from malicious intent while using radioactive materials on medical, industrial, research and educational, and commercial applications.

Office/Division:	Licensing, Review and Evaluation Section (LRES)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Any individual, firm, partnership, association, trust, estate, private or public body, whether corporate or not, or any government agency other than PNRI, who intends to import, acquire, own, possess, use, transfer, store, and/or sell radioactive material

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two (2) original copies of accomplished and duly affirmed, notarized, and signed appropriate PNRI/NRD Application Form;	PNRI website: https://www.pnri.dost.gov.ph/index.php/downloads/category/7-radioactive-materials-licenses
Two (2) original copies of documents and procedures as specified in the PNRI/NRD Application form and Guidelines for the Appropriate Part in the Code of PNRI Regulations (CPR)	Applicant
Approved appointment schedule:(Appointments shall be every Monday, Wednesday, and Friday)	For scheduling of appointment wherein applicant chooses to file application, to pay over-the-counter, or claim the radioactive material license, the applicant shall request online appointment via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit license application requirements #1 and #2</p> <p>1.1 For hard copy form, make appointment to PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint or</p> <p>1.2 For electronic format, submit the same thru e-mail at nrd-lre@pnri.dost.gov.ph</p>	<p>1.1.1 Accept request for appointment</p> <p>1.1.2 Receive application with supporting documents and conduct completeness review, acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.</p> <p>1.2.1 Conduct completeness review of application with supporting documents, and acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.</p>	None	60 Minutes (Complex) (Complex new license application: nuclear medicine, industrial radiography, atomic energy facility)	<i>LRES Staff</i> LRE Section
2. Wait for results of safety review and evaluation, issuance of Radioactive Material License	2.1 Assign application to an Evaluator	None	30 Minutes	<i>LRES Supervisor</i> LRE Section
	2.2 Conduct safety review and evaluation, prepare evaluation report.	None	32 Days (Complex)	<i>LRES Staff</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepare Radioactive Materials License with cover letter	None	1 Day	<i>LRES Staff</i> LRE Section
	2.4 Review and endorse Radioactive Material/Facility License with cover letter	None	2 Days (Complex)	<i>LRES Supervisor</i> LRE Section
	2.5 Review and endorse Radioactive Material/Facility License with cover letter	None	2 Days (Complex)	<i>NRD Chief</i> NRD Office
	2.6 Approve and sign Radioactive Material/Facility License	None	2 Days	<i>Director and Deputy Director</i> Office of the Director/ Deputy Director
	2.7 Inform licensee if Radioactive Material/Facility License is ready for pick-up and issue Statement of Charges	None	5 Minutes	<i>LRES Staff</i> LRE Section
3. Set appointment for pick-up/receiving of license in https://services.pnri.dost.gov.ph/portals/nrd/Approint	3. Confirm and approve/disapprove schedule of issuance of license.	None	5 Minutes	<i>LRES Staff</i> LRE Section
4. Pay to Cashier on the confirmed appointment date	4. Receive payment and issue Official Receipt	Refer to Table 1. License Fee	5 Minutes	<i>Cashier</i> Cashier Section
5. Receive Radioactive Material/Facility License	5. Release Radioactive Material/Facility License with PNRI	None	2 Minutes	<i>LRES Staff</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	dry seal upon verification of payment details.			
TOTAL:		Refer to Table 1	39 Days (Complex)	

Table 1. Schedule of Materials License

Type of License	New License		License Renewal		Renewal with Amendment	
Sale / Distribution / Service						
Indent Sale	₱	5,500	₱	3,000	₱	3,000
Sale	₱	6,500	₱	3,500	₱	3,500
Sale / Service	₱	8,500	₱	4,000	₱	4,000
Service	₱	7,500	₱	3,500	₱	3,500
Dispensing / Compounding	₱	12,500	₱	5,000	₱	5,000
Research and Education						
Category A	₱	8,500	₱	4,000	₱	2,500
Category B	₱	6,500	₱	3,000	₱	2,500
Industry						
Portable Gauge Category A	₱	8,500	₱	3,500	₱	2,500
Portable Gauge Category B	₱	6,500	₱	3,000	₱	2,500
Fixed Gauge Category A	₱	8,500	₱	3,500	₱	3,500
Fixed Gauge Category B	₱	6,500	₱	3,000	₱	2,500
Well Logging, Dredging & Spining Pipe	₱	8,500	₱	4,000	₱	3,000
Tracer Studies	₱	8,500	₱	3,500	₱	2,500
Blood Irradiator	₱	6,500	₱	3,000	₱	2,500
Field Radiography	₱	12,500	₱	4,000	₱	4,000
Fixed Facility Radiography	₱	18,000	₱	3,000	₱	3,000
Brachytherapy	₱	12,500	₱	4,000	₱	4,000
Teletherapy	₱	12,500	₱	4,000	₱	4,000



I-131 Therapy	₱ 8,500	₱ 3,500	₱ 4,500	₱ 3,500
In-Vivo Diagnostics and Therapy Class A	₱ 20,500	₱ 6,500	₱ 8,000	₱ 5,500
In-Vivo Diagnostics and Therapy Class B	₱ 12,500	₱ 4,000	₱ 5,000	₱ 4,000
Radioimmunoassay	₱ 6,500	₱ 3,000	₱ 4,000	₱ 2,500
Medical Cyclotron Facility	₱ 120,000	₱ 120,000	-	₱ 5,000 (max) and 1,000 (min)

2. Issuance of New/Amendment of Radioactive Material License (Simple)

This ensures applicant's/licensee's regulatory compliance for the safety of the workers, public and the environment from the harmful effects of ionizing radiation and security of radiation sources from malicious intent while using radioactive materials on medical, industrial, research and educational, and commercial applications.

Office/Division:	Licensing, Review and Evaluation Section (LRES)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Any individual, firm, partnership, association, trust, estate, private or public body, whether corporate or not, or any government agency other than PNRI, who intends to import, acquire, own, possess, use, transfer, store, and/or sell radioactive material

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two (2) original copies of accomplished and duly affirmed, notarized, and signed appropriate PNRI/NRD Application Form;	PNRI website: https://www.pnri.dost.gov.ph/index.₱/downloads/category/7-radioactive-materials-licenses
Two (2) original copies of documents and procedures as specified in the PNRI/NRD Application form and Guidelines for the Appropriate Part in the Code of PNRI Regulations (CPR)	Applicant
Approved appointment schedule:(Appointments shall be every Monday, Wednesday, and Friday)	For scheduling of appointment wherein applicant chooses to file application, to pay over-the-counter, or claim the radioactive material license, the applicant shall request online appointment via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/ Appoint



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit license application requirements #1 and #2</p> <p>1.1 For hard copy form, make appointment to PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint or</p> <p>1.2 For electronic format, submit the same thru e-mail at nrd-lre@pnri.dost.gov.ph</p>	<p>1.1.1 Accept request for appointment</p> <p>1.1.2 Receive application with supporting documents and conduct completeness review, acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.</p> <p>1.2.1 Conduct completeness review of application with supporting documents, and acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.</p>	None	30 Minutes (Simple) (Simple new license application: gauges, commercial/sale, category 3,4 and 5 sources)	<i>LRES Staff</i> LRE Section
2. Wait for results of safety review and evaluation, issuance of Radioactive Material License	2.1 Assign application to an Evaluator	None	30 Minutes	<i>LRES Supervisor</i> LRE Section
	2.2 Conduct safety review and evaluation, prepare evaluation report.	None	17 Days (Simple)	<i>LRES Staff</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepare Radioactive Materials License with cover letter	None	1 Day	<i>LRES Staff</i> LRE Section
	2.4 Review and endorse Radioactive Material/Facility License with cover letter	None	1 Day (Simple)	<i>LRES Supervisor</i> LRE Section
	2.5 Review and endorse Radioactive Material/Facility License with cover letter	None	1 Day (Simple)	<i>NRD Chief</i> NRD Office
	2.6 Approve and sign Radioactive Material/Facility License	None	2 Days	<i>Director and Deputy Director</i> Office of the Director/ Deputy Director
	2.7 Inform licensee if Radioactive Material/Facility License is ready for pick-up and issue Statement of Charges	None	5 Minutes	<i>LRES Staff</i> LRE Section
3. Set appointment for pick-up/receiving of license in https://services.pnri.dost.gov.ph/portals/nrd/Approint	3. Confirm and approve/disapprove schedule of issuance of license.	None	5 Minutes	<i>LRES Staff</i> LRE Section
4. Pay to Cashier on the confirmed appointment date	4. Receive payment and issue Official Receipt	Refer to Table 1. License Fee	5 Minutes	<i>Cashier</i> Cashier Section
5. Receive Radioactive Material/Facility License	5. Release Radioactive Material/Facility License with PNRI	None	2 Minutes	<i>LRES Staff</i> LRE Section



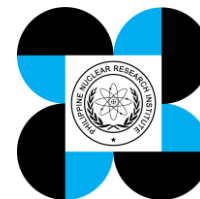
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	dry seal upon verification of payment details.			
TOTAL:		Refer to Table 1	20 Days (Simple)	

3. Issuance of Renewed Radioactive Material License

This ensures applicant's/licensee's regulatory compliance for the safety of the workers, public and the environment from the harmful effects of ionizing radiation and security of radiation sources from malicious intent while using radioactive materials on medical, industrial, research and educational, and commercial applications.

Office/Division:	Licensing, Review and Evaluation Section (LRES)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Any individual, firm, partnership, association, trust, estate, private or public body, whether corporate or not, or any government agency other than PNRI, who intends to import, acquire, own, possess, use, transfer, store, and/or sell radioactive material

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two (2) original copies of duly accomplished (affirmed, notarized, signed) PNRI/NRD Application Form	PNRI website: https://www.pnri.dost.gov.ph/index.php/downloads/category/7-radioactive-materials-licenses
Two (2) original copies of regulatory required reports	Applicant
Approved appointment schedule:(Appointments shall be every Monday, Wednesday, and Friday)	For scheduling of appointment wherein applicant chooses to file application, to pay over-the-counter, or claim the radioactive material license, the applicant shall request online appointment via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit license application requirements #1 and #2	1.1.1 Accept request for appointment	None	20 Minutes	<i>LRES Staff</i> LRE Section
1.1 For hard copy form, make appointment to PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint or	1.1.2 Receive application with supporting documents and conduct completeness review, acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.			
1.2 For electronic format, submit the same thru e-mail at nrd-lre@pnri.dost.gov.ph	1.2.1 Conduct completeness review of application with supporting documents, and acknowledge receipt of application. Applicant/Licensee is advised if application is incomplete and will be processed until lacking document(s) are fully submitted.			
2. Wait for the result of safety review and evaluation, issuance of Radioactive Material License	2.1 Assign application to an Evaluator	None	20 Minutes	<i>LRES Supervisor</i> LRE Section
	2.2 Review and prepare evaluation report, Radioactive Materials License with cover letter	None	7 Days	<i>LRES Staff</i> LRE Section
	2.3 Review and endorse Radioactive Material/Facility License with cover letter	None	1 Day	<i>LRES Supervisor</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Review and endorse Radioactive Material/Facility License with cover letter	None	1 Day	<i>NRD Chief</i> NRD Office
	2.5 Approve and sign Radioactive Material/Facility License	None	2 Days	<i>Director and Deputy Director</i> Office of the Director and Deputy Director
	2.6 Inform licensee if Radioactive Material/Facility License is ready for pick-up and issue Statement of Charges	None	5 Minutes	<i>LRES Staff</i> LRE Section
3. Set appointment for pick-up/receiving of license in https://services.pnri.dost.gov.ph/portal/nrd/Appoint	3. Confirm and approve/disapprove schedule of issuance of license.	None	5 Minutes	<i>LRES Staff</i> LRE Section
4. Pay to Cashier on the confirmed appointment	4. Receive payment and issue Official Receipt	Refer to Table 1. License Fee	5 Minutes	<i>Cashier</i> Cashier Section
5. Receive Radioactive Material/Facility License	5. Release Radioactive Material/Facility License with PNRI dry seal upon verification of payment details.	None	2 Minutes	<i>LRES Staff</i> LRE Section
TOTAL		Refer to Table 1	12 Days	



4. Issuance of Certificate of Exemption (COE) and Other Certifications

The service aides the Bureau of Customs to verify if imported item either has radioactive materials and within exemption limits or has no radioactive materials at all.

Office/Division:	Licensing, Review and Evaluation Section (LRES)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Any individual, firm, partnership, association, trust, estate, private or public body, whether corporate or not, or any government agency other than PNRI, who intends to import, acquire, own, possess, use, transfer, store, and/or sell radioactive materials containing exempt quantities as described in Sec. 11© of CPR Part 2, “Licensing of Radioactive Material”, 1990.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request signed by Company’s Authorized Representative	Applicant
Document indicating its activity, use and purpose	
Approved appointment schedule:(Appointments shall be every Monday, Wednesday, and Friday)	For scheduling of appointment, the licensee shall request online appointment via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via e-mail at nrd-lre@pnri.dost.gov.ph	1. Receive/Review request to ensure that all requirements are complied	None	15 Minutes	<i>LRES Staff</i> LRE Section
2. Wait for the result of safety review and evaluation, issuance of COE	2.1 Assign request for COE	None	10 Minutes	<i>LRES Supervisor</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Evaluate, review request for COE and supporting documents, prepare certificate of exemption	None	4 Hours	<i>LRES Staff</i> LRE Section
	2.3 Review and endorse of COE	None	1 Hour	<i>LRES Supervisor</i> LRE Section
	2.4 Approve and sign COE	None	1 Hour	<i>NRD Chief</i> Office of the NRD Chief
	2.5 Inform client if COE is ready for pick-up and issue Statement of Charges	None	5 Minutes	<i>LRES Staff</i> LRE Section
3. Set appointment for pick-up/receiving of certificate in https://services.pnri.dost.gov.ph/portals/nrd/Approint	3. Confirm and approve/disapprove schedule of issuance of COE.	None	5 Minutes	<i>LRES Staff</i> LRE Section
4. Pay to Cashier on the confirmed appointment	4. Receive payment and issue Official Receipt	₱500	5 Minutes	<i>Cashier</i> Cashier Section
5. Get and receive two (2) copy of sealed COE	5. Release two (2) copies of COE upon verification of payment details	None	2 Minutes	<i>LRES Staff</i> LRE Section
TOTAL:		₱500.00	6 Hours and 7 Minutes	

5. Issuance of Certificate of Release of Radioactive Materials (COR) from the Bureau of Customs

The service aides the Bureau of Customs to verify if imported radioactive material or item with radioactive material is included in the Radioactive Material License and is within the allowed radioactivity limit.

Office/Division:	Licensing, Review and Evaluation Section (LRES)
Classification:	Simple



Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Licensees with valid Radioactive Material License

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request signed by Company's Authorized Representative	Applicant
Document indicating its activity, use and purpose	
Approved appointment schedule: (Appointments shall be every Monday, Wednesday, and Friday)	For scheduling of appointment, the licensee shall request online appointment via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/nrd/Appoint

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via e-mail at nrd-lre@pnri.dost.gov.ph	1. Receive/Review request to ensure that all requirements are complied	None	10 Minutes	<i>LRES Staff</i> LRE Section
2. Wait for the COR to be processed	2.1 Prepare COR	None	15 Minutes	<i>LRES Staff</i> LRE Section
	2.2 Review and endorse COR	None	10 Minutes	<i>LRES Staff</i> LRE Section
	2.3 Approve and sign COR	None	5 Minutes	<i>LRES Supervisor</i> LRE Section
	2.4 Inform client if COR is ready for pick-up and issue Statement of Charges	None	5 Minutes	<i>LRES Staff</i> LRE Section
3. Set appointment for pick-up/receiving of certificate in	3. Confirm and approve/disapprove schedule of issuance of COR.	None	5 Minutes	<i>LRES Staff</i> LRE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://services.pnri.dost.gov.ph/portal/nrd/Appoint				
4. Pay to Cashier	4.Receive payment and issue Official Receipt	₱500	5 Minutes	Cashier Cashier Section
5. Get and receive two (2) copy of sealed COR	5.Release two (2) copies of COR upon verification of payment details	None	2 Minutes	LRES Staff LRE Section
TOTAL:		₱500.00	1 Hour	

6. Conduct of Regulatory Inspection and Audit of Radioactive Materials and Facilities

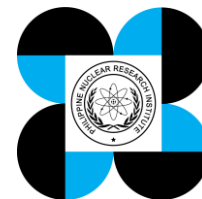
Under the Republic Act No. 5207, the PNRI is mandated to conduct regulatory inspections at licensed facilities to ensure compliance with the Law, Code of PNRI Regulations, license general and specific conditions and approved radiation protection and safety program, and security plan.

Office/Division:	Inspection and Enforcement Section (IES)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All sectors using nuclear and radioactive materials

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Presence of the designated Radiation Protection Officer (RPO) or Assistant Radiation Protection Officer (ARPO)	Licensee



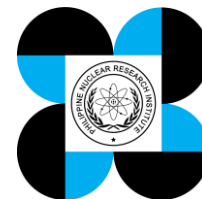
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Notice of Inspection and pay inspection fee	1. Receive payment and issue Official Receipt (OR)	Refer to Table 2. Schedule of Fees and Charges for Inspection	5 Minutes	<i>Ivy Joy R. Teodosio</i> Cash Section
2. Regulatory Inspection	2. Conduct Regulatory Inspection	None	1 Day	<i>Vinz Michael C. Calija</i> <i>Felix Anthony F. Dela Cruz</i> <i>Kit Joshua J. Estorque</i> IE Section
3. Receive Inspection Report	3.1 Prepare Inspection Report	None	10 Days	<i>Vinz Michael C. Calija</i> <i>Felix Anthony F. Dela Cruz</i> <i>Kit Joshua J. Estorque</i> IE Section
	3.2 Review and endorse Inspection Report	None	3 Days	<i>Nelson P. Badinas</i> IES Head
	3.3 Approve Inspection Report	None	5 Days	<i>Maria Teresa A. Salabit</i> NRD Office
	3.4 Release Inspection Report	None	5 minutes	<i>Vinz Michael C. Calija</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Felix Anthony F. Dela Cruz</i> <i>Kit Joshua J. Estorque</i> IE Section
TOTAL:		Refer to Table 2.	19 Days and 10 Minutes	

Table 2. Schedule of Fees and Charges for Inspection

TYPE OF LICENSE					
Standard Inspection	Within NCR	Outside NCR		Virtual Inspection	
		Luzon / Bicol (Land)	Bicol/ Visayas/ Mindanao (Air)		
Indent Sale	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000	
Sale	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
Sales and Service	₱ 6,000	₱ 8,000	₱ 9,000	₱ 4,500	
Service	₱ 5,500	₱ 7,500	₱ 8,500	₱ 4,000	
Dispensing and Compounding	₱ 6,500	₱ 8,500	₱ 9,500	₱ 5,000	
R & D Class A	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
R & D Class B	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000	
Portable Gauge Class A	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
Portable Gauge Class B	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000	
Fixed Gauge Class A	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
Fixed Gauge Class B	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000	
Well Logging, Dredging & Spinning Pipe	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
Tracer Studies	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500	
Blood Irradiator	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000	
Field Radiography	₱ 8,500	₱ 10,500	₱ 11,500	₱ 7,000	
Fixed Facility Radiography	₱ 7,000	₱ 9,000	₱ 10,000	₱ 5,500	
Brachytherapy	₱ 6,000	₱ 8,000	₱ 9,000	₱ 4,500	



TYPE OF LICENSE				
Standard Inspection	Within NCR	Outside NCR		Virtual Inspection
		Luzon / Bicol (Land)	Bicol/ Visayas/ Mindanao (Air)	
Teletherapy	₱ 8,500	₱ 10,500	₱ 11,500	₱ 7,000
I-131 Therapy	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000
In-Vivo Diagnostics and Therapy Class A	₱ 6,000	₱ 8,000	₱ 9,000	₱ 4,500
In-Vivo Diagnostics and Therapy Class B	₱ 5,000	₱ 7,000	₱ 8,000	₱ 3,500
Radioimmunoassay	₱ 4,500	₱ 6,500	₱ 7,500	₱ 3,000
Particle Accelerator Facility	₱ 8,000	₱ 8,000	₱ 8,000	₱ 3,000

Follow-up Inspection Fee and Investigative Inspection Fee: Fifty percent (50%) of the regular inspection fee shall be charged

7. Issuance of Permit to Transport

PNRI issues Permit to Transport to authorize licensees to transport packages containing radioactive materials. Issuance of the permit ensures that the package and arrangements for security meet the requirements for the safe and secure transport of radioactive material in accordance with the Code of PNRI Regulations (CPR) Parts 4 and 27.

Office/Division:	Inspection and Enforcement Section (IES)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	PNRI licensees intending to transport nuclear and radioactive materials

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Letter of Request (1 copy)	Applicant
Duly accomplished and signed Consignor's Declaration for the transport of radioactive materials (1 copy)	For consignor's declaration form, request via email at nrd-pt@pnri.dost.gov.ph
Supporting shipping documents, if applicable (1 copy)	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved appointment schedule. (Appointments shall be <i>Tuesday</i> and <i>Thursday</i> only)	For scheduling of appointment, request online via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/Appoint

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit scanned copies of documentary requirements via email at nrd-pt@pnri.dost.gov.ph on or before the cut-off time, that is, 2 PM the day before the appointment schedule.	1.1 Review, and verify requirements	None	5 Minutes	Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes IE Section
	1.2 Acknowledge receipt and issue statement of Charges	None		Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes IE Section
2. Request for an appointment online via PNRI Services Portal at https://services.pnri.dost.gov.ph/portal/Appoint	2.1 Accept request for appointment	None	10 Minutes	Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes IE Section
	2.2 Prepare and print three (3) copies Permit to Transport.	None		Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes IE Section
	2.3 Review Permit to Transport	None		Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes IE Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Approve Permit to Transport	None		<i>Maria Teresa A. Salabit / Nelson P. Badinas</i> NRD Office / IE Section
3. Pay to cashier on the confirmed appointment date	3. Receive payment and issue Official Receipt (OR)	₱500 per permit	5 Minutes	<i>Ivy Joy R. Teodosio</i> Cash Section
4. Receive two (2) copies of Permit to Transport	4. Release approved Permit to Transport upon verification of payment	None	None	<i>Ma. Allis U. Uriarte Zara B. Hernandez John Caleb V. Dantes</i> IE Section
TOTAL:		₱500.00	20 minutes	

8. OSL / TLD Personnel Monitoring Services

As part of national radiation safety regulations, workers occupationally exposed to radiation should wear devices called dosimeters so that their doses can be monitored over a period of time. The Personnel Monitoring Service (PMS) provides Optically Stimulated Luminescence (OSL) Dosimeters and Thermoluminescence Dosimeters (TLD) to these workers to enable them to monitor their radiation exposures and assess whether it is within the safe limits.

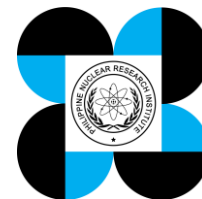
Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Type of Transaction:	Workers occupationally exposed to radiation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personnel Monitoring Service Application Form (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Services Portal
Letter of Agreement (LOA) (3 original copies)	PNRI Website, iPOSSH, PNRI Services Portal



Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date.	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7.1 Application				
1. Submit requirements on the confirmed appointment date	1.1 Receive submitted requirements 1.2 Submit LOA to Division Chief for Signature	None	5 Minutes 2 Days	<i>RPSS Laboratory Asst. (e.g. iPOSSH Team)</i> RPS Section
2. Notarize LOA	2.Receive notarize LOA, issue Statement of Charges	None	1 Day	<i>Client</i>
3. Pay to Cashier	3.Receive payment and issue Official Receipt	Refer to Table 3: Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	<i>Cashier</i> Cash Section
7.2 Issuance of Dosimeters				
4. None	4.Prepare dosimeters on or before the start of monitoring period			<i>RPSS Laboratory Analyst (OSL/TLD Team)</i> RPS Section
5. Receive the dosimeters for current monitoring period, on the confirmed appointment date.	5.Release dosimeters together with the available dose report of previous monitoring period (for existing customers).	None	10 Minutes	<i>RPSS Laboratory Asst:</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Return used dosimeters of the previous monitoring period (for existing customers)	For Mailing Clients, dosimeters will be received within 1st – 2nd week of start of monitoring period			<i>IPOSSH Team – Pick-up Clients</i> <i>OSL/TLD Team – Mailing Clients</i> RPS Section
6. Use of dosimeters (2 months)	None	None	None	<i>Facility Radiation Protection Officer</i> Customer
7.3 Return and evaluation of used dosimeters				
7. Return used dosimeters at the end of the monitoring period. Receive dosimeters for the next monitoring period	7.1 Receive used dosimeters	None	5 Minutes	<i>RPSS Laboratory Asst:</i> <i>IPOSSH Team – Pick-up Clients</i> <i>OSL/TLD Team – Mailing Clients</i> RPS Section
	7.2 Unpack dosimeters and prepare for processing	None	40 Days after receipt of used OSLs	<i>RPSS Laboratory Asst. (OSL/TLD Team)</i> RPS Section



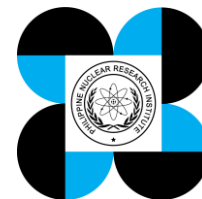
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.3 Process used dosimeters	None		<i>RPSS Laboratory Analyst (OSL/TLD Team)</i> RPS Section
	7.4 Evaluate and generate dose report	None		<i>RPSS Laboratory Analyst (OSL/TLD Team)</i> RPS Section
8. Receive dose report	8.Release dose report	None	5 Minutes	<i>RPSS Laboratory Asst:</i> <i>IPOSSH Team – Pick-up Clients</i> <i>OSL/TLD Team – Mailing Clients</i> RPS Section
TOTAL:		Refer to Table 3	43 Days, 30 Minutes Application: 3 Days,10 Minutes Issuance: 10 Minutes Processing /evaluation: 40 Days,10 Minutes	



Table 3. Radiation Protection Services

Services	Fee	Remarks
A. Personnel Monitoring Services¹		
1. OSL		
- Rental and Evaluation	₱ 300	Per unit/monitoring + courier fee; with LOA
- Evaluation	₱ 225	Per unit/monitoring + courier fee; with LOA
2. TLD		
- Rental and Evaluation	₱ 300	Per unit/monitoring + courier fee; with LOA
- Extremity (Ring Badge)	₱ 500	Per unit/monitoring + courier fee; with LOA
B. Radiation Control Services		
1. Radiation Monitoring/Hazards Evaluation	₱ 5000	Per day; client to provide transportation + accommodation as needed
2. Leak Testing of sealed sources		
- Off-site (PNRI)	₱ 1500	Per unit + ₱900/succeeding unit
- NCR	₱ 3,200	Per unit + ₱900/succeeding unit
- Outside NCR	₱ 4,900	Per unit + ₱900/succeeding unit + TC + accommodation as needed
3. Swipe Sample Analysis	₱ 1,200	Per batch of 5 samples per unit
4. Lease of Survey Mater	₱ 2,400	Per week with LOA
C. Calibration / Dose Measurement Service		
1. Personal Dosimeter	₱ 1,200	per unit

Mailing cost, when applicable, will be shouldered by client

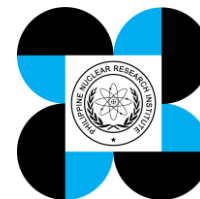


Services	Fee	Remarks
2. Survey meter	₱ 1,850	per unit + fresh batteries
3. Contamination meter	₱ 1,950	per unit + fresh batteries
4. Activity Meter	₱ 5,000	
5. Brachytherapy		
- NCR	₱ 6,500	
- Outside NCR	₱ 8,400	Per day, client to provide transportation + accommodation as needed
6. Teletherapy		
- Metro Manila	₱ 7,000	
- Outside Metro Manila	₱ 8,100	
D. Radioactive Waste Management Service		
1. Solid Waste		
- Compatible waste	₱ 3,700	per 0.1 cu. m. or fraction thereof
- Non-compatible waste	₱ 5,800	per 0.1 cu. m. or fraction thereof
2. Liquid Waste	₱ 2,600	per liter
3. Spent sealed sources except radium		
- >small source/s in 200 L drum conditioning	₱ 12,500	per drum conditioning
- brachytherapy, teletherapy sources	₱ 60,000	per unit source
4. Lease of Moisture Density Gauge (MDG)	₱ 55,000	Per unit, 6 months with contract
5. Temporary Storage of radioactive Material		
- > 1 week storage	₱ 2,800	With contract
- > 1 month	₱ 10,000	With contract

9. Calibration and Dose Measurement Services: Activity Meter • Teletherapy Machine • Sources for Brachytherapy

Radioisotopes are widely used for diagnosis and treatment in medicine. However, radioisotopes emit ionization radiation and if not controlled, it could cause more harm than good. Hence, hospitals need to ensure that the output of the radioisotopes and other instrumentation give accurate indications. This service conducts calibration of medical equipment used in nuclear medicine and radiation oncology facilities to ensure that they are accurate and working properly.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Highly Technical



Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Who may avail:	Medical facilities, hospitals, nuclear medicine and oncology centers, suppliers/dealers of radiation sources

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for SSDL Calibration Services Form (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Services Portal
Provision of round-trip transportation from PNRI to facility	Client
Provision of accommodation as necessary	
Provision of PPE to PNRI Staff	
For activity meter calibration, the maximum activity level of Tc-99m or any other radioisotope that will be used for Linearity Test	Client obtained from a licensed radioisotope supplier
Confirmed appointment if transacting personally at PNRI. Appointment requests should be made at least 3 working days before the scheduled date.	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8.1 Application and conduct of calibration				
1. Submit Service Request Form on the confirmed appointment date	1.1 Receive application and schedule calibration date 1.2 Issue Statement of Charges	None	5 Minutes	RPSS Laboratory Asst. (e.g. iPOSSH Team) RPS Section
2. Pay to Cashier	2. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cahier Cash Section
3. None	3.1 Conduct pre-calibration activities	None	1 Day	RPSS Technical Staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				RPS Section
	3.2 Conduct calibration as per agreed schedule <ul style="list-style-type: none"> • Teletherapy Machine • Activity Meter • Brachytherapy 	None	1 Day 4 Hours 1 Day	RPSS Technical Staff RPS Section
	3.3 Analyze data and prepare certificate	None	10 Days after calibration	RPSS Technical Staff RPS Section
8.2 Releasing				
4. Receive Certificate of Calibration on the confirmed date	4. Issue certificate	None	5 minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
TOTAL:		Refer to Table 3	12 Days & 15 Minutes Application & conduct of calibration 12 Days (max), 10 Minutes Releasing of Certificate, 5 Minutes	

10. Calibration of Radiation Monitoring Instruments

Radiation monitoring instruments are used to measure radiation levels in the workplace. It is part of a facility's radiation safety program, as required by national safety regulations. This service calibrates monitoring instruments such as dose rate meters, contamination meters, personal dosimeters and rate alarms to ensure that it is working properly and gives accurate indications.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government G2C – Government to Citizens



Who may avail:	Users of ionizing radiation, radioactive materials and operators of nuclear facilities
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for SSDL Calibration Services Form (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Services Portal
The instrument for calibration with new set of batteries	Client
Instrument should pass the pre-response checks	interim PNRI One Stop Shop (iPOSSH)
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9.1 Application and Conduct of Calibration				
1. Submit accomplished service request form on the confirmed appointment date	1. Receive request form	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
2. Bring instruments for calibration	2.1 Conduct pre-response checks	None	10 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
	2.2 Issue Statement of Charges			
3. Pay to Cashier	3. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier Cash Section
4. None	4.1 Calibrate instruments	None	10 Days after scheduled calibration	RPSS Laboratory Analyst (Calibration RMI Team)



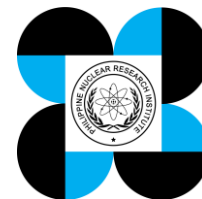
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				RPS Section
	4.2 Prepare calibration certificate and sticker	None		<i>RPSS Laboratory Analyst (Calibration RMI Team)</i> RPS Section
9.2 Releasing				
5. Receive calibrated instrument and certificate of calibration on the confirmed appointment date	5.1 Release calibrated instruments and certificate 10 days after scheduled calibration	None	5 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i> RPS Section
TOTAL:		Refer to Table 3	15 Days, 25 Minutes	

11. Radiation Control: Leak Testing of Sealed Sources (Laboratory)

Leak Testing of Sealed Sources (Laboratory) is a service provided to determine the presence of gross radioactivity of the submitted samples. The wipe samples are obtained by the client by wiping the surfaces surrounding the nuclear device. The analysis aims to determine presence of residual activity in sealed radioactive sources and to confirm its integrity. This is conducted in order to help reduce risk of contamination of the workplace.

Office/Division:	Radiation Protection Services Section
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Who may avail:	Users of radioactive materials and nuclear facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Service Request for Leak Testing of Sealed Radioactive Sources (2 copies)	PNRI Website, interim PNRI One Stop Shop (iPOSSH)
Swipe samples that is according to prescribed dimensions	Client
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Form on confirmed appointment date	1.1 Service Request Form	None	5 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i> RPS Section
	1.2 Check swipe samples submitted		10 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i>
	1.3 Issue Statement of Charges			RPS Section
2. Pay to Cashier	2. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	<i>Cashier</i> Cash Section
3. None	3.1 Process and analyze swipe samples	None	10 Days after receipt of samples	<i>RPSS Laboratory Analyst (RCS Team)</i> RPS Section
	3.2 Prepare Certificate	None		<i>RPSS Laboratory Analyst (RCS Team)</i> RPS Section



4. Receive Certificate	4. Release Certificate	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
TOTAL:		Refer to Table 3	10 Days, 25 Minutes	

12. Radiation Control: Leak Testing of Sealed Sources (Field)

Leak Testing of Sealed Sources (Field) is a service provided to determine the presence of gross radioactivity of the wipe samples. PNRI staff perform the sampling by wiping the surfaces surrounding the nuclear devices. The analysis aims to determine the presence of residual activity in sealed radioactive sources and to confirm its integrity. This is conducted in order to help reduce risk of contamination in the workplace.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Who may avail:	Users of radioactive sealed sources

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for Leak Testing of Sealed Radioactive Sources (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Services Portal
Provision of roundtrip transportation from PNRI to facility	Client
Provision of accommodation for RPSS staff as necessary	
Provision of PPE to PNRI Staff (as needed)	
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date.	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Form on confirmed appointment date	1.1 Receive application and schedule leak test date	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
	1.2 Issue Statement of Charges			
2. Pay to Cashier	2.Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier Cash Section
3. None	3.1 Conduct Leak Test as per agreed schedule	None	1 Day (depending on number of units to be tested)	RPSS Laboratory Analyst (RCS Team) RPS Section
	3.2 Process and analyze samples	None	10 Days after conduct of test	RPSS Laboratory Analyst (RCS Team) RPS Section
	3.3 Prepare Certificate			RPSS Laboratory Analyst (RCS Team) RPS Section
4. Receive certificate	4.1 Release Certificate	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
TOTAL:		Refer to Table 3	11 Days, 15 Minutes	



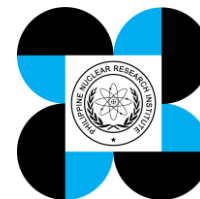
13. Radiation Control: Radiation Monitoring and Hazards Evaluation

Radiation monitoring & hazards evaluation services are provided to measure the ambient radiation and contamination levels of radiation facilities and items. The aim of the monitoring is to evaluate whether there are significant radiation hazards.

Office/Division:	Radiation Protection Services Section
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Who may avail:	Users of radioactive materials and nuclear facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for Radiation Monitoring and Hazards Evaluation (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH)
Provision of roundtrip transportation from PNRI to facility	Client
Provision of accommodation for RPSS staff as necessary	
Provision of PPEs to PNRI Staff	
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date.	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request form on confirmed appointment date	1.1 Receive application and schedule radiation monitoring	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
	1.2 Issue Statement of Charges			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay to Cashier	2.Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier Cash Section
3. None	3.1 Conduct radiation monitoring and hazards evaluation as per agreed schedule	None	1 Day	RPSS Laboratory Analyst (RCS Team) RPS Section
	3.2 Analyze results and prepare Certificate	None	10 Days after conduct of monitoring	RPSS Laboratory Analyst (RCS Team) RPS Section
4. Receive certificate	4.Release Certificate	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
TOTAL:		Refer to Table 3	11 Days, 15 Minutes	

14. Radiation Control: Lease of Survey Meter

Survey meters or dose rate meters maybe rented from PNRI if the radiation facility owners do not have their own unit. These instruments are used by the workers for area monitoring of their facilities. It is an essential tool to determine whether the radiation levels in the workplace are within safe levels.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Complex
Type of Transaction:	G2B – Government to Business; G2G – Government to Government; G2C – Government to Citizens
Who may avail:	Users of radioactive materials and nuclear facilities



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for Lease of Radiation Survey Meter (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Service Portal
Letter of Agreement (3 original copies)	PNRI Website, iPOSSH
Confirmed appointment for pick-up and return of survey if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date.	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form and accomplished Contract of Lease on confirmed appointment date	1.1 Receive request from client	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
	1.2 Forward Contract of Lease for signature by Division Chief		2 Days	
2. Notarize Contract of Lease	None	None	1 Day	Customer
3. Pay to Cashier	3. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier Cash Section
4. Receive/Return instrument with certificate of calibration	4. Release/ Receive instrument	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
TOTAL:		Refer to Table 3	3 Days, 15 minutes	



15. Lease of Moisture Density Gauge

The purpose of the services to provide licensees without equipment to lease a Moisture Density Gauge. Radioactive Material License should be amended to include the radioactive material in the license before lease is allowed.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Complex
Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Users of portable gauges

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for Lease of Moisture Density Gauge (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Service Portal
Contract of Lease (3 original copies)	PNRI Website, iPOSSH
Amended Radioactive Material License	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).
Confirmed appointment for pick up and return of MDG if transacting personally at PNRI. Appointment requests should be done at least 3 working days before the schedule date.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form, accomplished Contract of Lease, and amended Radioactive Material License on confirmed appointment date	1.1 Receive request from client	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team)
	1.2 Forward Contract of Lease for signature by the Director		2 Days	RPS Section
2. Notarize Contract of Lease	2.None	None	1 Day	Customer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay to Cashier	3. Receive payment and issue Official Receipt	None Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier <i>Cash Section</i>
4. Receive/Return instrument with certificate of calibration	4. Release/Receive instrument	None	5 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i> RPS Section
TOTAL:		Refer to Table 3	3 Days, 15 Minutes	

16. Temporary Storage of Radioactive Material

Storage of radioactive materials should be duly authorized by the regulatory body. RPSS provides services for the temporary storage of radioactive materials at PNRI for licensees who are not authorized to store them.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Complex
Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Users of radioactive material

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Service Request for Radioactive Material Storage (1 copy)	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Service Portal
Contract of Lease (3 original copies)	PNRI Website, iPOSSH



Copy of approved Notification Letter to the Regulatory Body	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 2 working days before the schedule date	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form and copy of approved Notification Letter to the Regulatory Body	1. Receive request from client	None	5 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i> RPS Section
2. Submit Contract of Lease signed by client	2. Forward Contract for Temporary Storage of Radioactive Material for signature by the Director	None	2 Days	<i>RPSS Laboratory Asst. (iPOSSH Team)</i> RPS Section
3. Notarize Contract of Lease	3. None	None	1 Day	None
4. Pay to Cashier	4. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	<i>Cashier</i> Cash Section
5. Submit Radioactive Material for Storage	5. Receive Radioactive Material for Storage	None	30 Minutes	<i>RPSS Laboratory Analyst (RWM Team)</i> RPS Section
6. Receive radioactive material	6. Release radioactive material	None	5 Minutes	<i>RPSS Laboratory Asst. (iPOSSH Team)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				RPS Section
TOTAL:		Refer to Table 3	3 Days, 45 Minutes	

17. Radioactive Waste Management Services

The applications of radioactive sources in the medical, industrial, and research facilities result to the generation of radioactive wastes which can be a hazard to human health and the environment if not managed properly. In this service, radioactive wastes of the clients are sent to PNRI. The wastes are then treated and conditioned for safe interim storage at the Radioactive Waste Management Facility. The wastes collected are disused sealed radioactive sources (DSRS), liquid wastes, and solid wastes contaminated with radioactive substances.

Office/Division:	Radiation Protection Services Section (RPSS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Users of radioactive materials and nuclear facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request for Radioactive Waste Management	PNRI Website, interim PNRI One Stop Shop (iPOSSH), PNRI Service Portal
Service Request for Radioactive Waste Management (2 copies)	PNRI Website, iPOSSH
Permit to Transport	Nuclear Regulatory Division – PNRI
Photocopy of License with the RAM description/activity	Client
Confirmed appointment if transacting personally at PNRI. Appointment requests should be done at least 2 working days before the schedule date	To request for an appointment, go to the online PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Appoint).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
16.1 Application & Evaluation of Request				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request and a copy of radioactive material license	1.1 Receive letter and radioactive material license	None	10 Days	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
	1.2 Evaluate documents and issue Letter of Approval			
2. Submit Service Request for Radioactive Waste Management and Letter of Approval	2. Issue Statement of Charges	None	5 Minutes	RPSS Laboratory Asst. (iPOSSH Team) RPS Section
3. Pay to Cashier	3. Receive payment and issue Official Receipt	Refer to Table 3. Schedule of Fees & Charges for Radiation Protection Services	5 Minutes	Cashier Cash Section
16.2 Receipt & Verification of Wastes				
4. Transport waste to PNRI Radioactive Waste management Facility	4.1 Verify payment and Permit to Transport	None	1 Day	RPSS Laboratory Analyst (RWM Team) RPS Section
	4.2 Receive, code and store waste package			
5. Receive Certificate of Radioactive Waste Disposal	5.1 Characterization of radioactive waste	None	30 Days after receipt of waste package	RPSS Laboratory Analyst (RWM Team) RPS Section
	5.2 Dismantling of device containing radioactive source			
	5.3 Recovery and verification of radioactive source			
	5.4 Issue certificate of receipt			



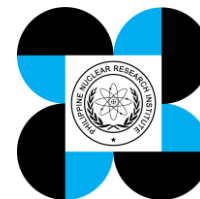
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL:		Refer to Table 3	41 Days, 10 Minutes Application & Evaluation of Request 10 Days, 10 minutes Receipt & Verification of Wastes 31 Days	

18. Electron Beam Irradiation Services

Provision of electron beam irradiation service for sterilization, decontamination, material modification and other applications (thin samples only)

Office/Division:	Irradiation Services Section (ISS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Industry, researchers, students and other interested clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed application form for Electron Beam Irradiation Services for the approved schedule: NSD/ISS Form-014 or 015 (1 copy)	Application form will be sent thru email after applying through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)
2. Approved letter of request for discount of fees, if any (1 copy)	Submit letter of request for discount of fees to the PNRI Director, for approval



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)	1.1 Evaluate request for irradiation service and accept through the ISS Online Application Portal	None	2 days	Facility Manager IS Section
	1.2 Schedule the date of irradiation	None	5 Minutes	Facility Manager IS Section
2. Bring samples to the Electron Beam Irradiation Facility (EBIF) on or before the scheduled date together with the original copy of the <i>signed</i> application form and letter of request for discount (if any)	2.1 Check the filled-out application form with the submitted samples	None	5 Minutes	EBIF Operator IS Section
	2.2 Record in Receiving Logbook; assign Request No.	None	5 Minutes	EBIF Operator IS Section
	2.3 Issue Statement of Charges (SOC)	Refer to Table 4. Schedule of Fees and Charges for Irradiation Services	5 Minutes	EBIF Operator IS Section
3. Pay to Cashier	3.1 Receive payment and issue Official Receipt (O.R.)		5 Minutes	Cashier Cash Section
	3.2 Prepare and irradiate samples on scheduled date and evaluate results. Prepare release documents.	None	3 days	EBIF Operator/ Process Control Group/ Facility Manager IS Section
4. Pick-up irradiated samples	4.1 Release irradiated samples to customer	None	10 Minutes	EBIF Operator IS Section
TOTAL:		Refer to Table 4	5 Days, 35 Minutes	



Table 4. Schedule of Fees and Charges for Irradiation Services

Irradiation Services		Fees and Charges		Processing Time
Electron Beam Irradiation Services				3 days
Using Cart Conveyor System	₱	11,500	first hour	
	₱	7,500	succeeding hour	
Using Liquid Handling System	₱	12,000	first hour	
	₱	8,000	succeeding hour	
Gamma Irradiation Services				
Gammacell 220 Self-shielded Gamma Irradiator	₱	120	per load-hour	3 days
	₱	30	additional hour	
Ob-servo Sanguis Self-shielded Gamma Irradiator (Effective 01 January 2022)				
Dose < 0.2 kGy	₱	200	per load-sample	3 days
Dose 0.2 kGy to 0.5 kGy	₱	500	per load-sample	3 days
Dose > 0.5 kGy to < 1 kGy	₱	900	per load-sample	3 days
Dose 1kGy to 15 kGy	₱	1,800	per load-sample	3 days
Dose >15 kGy to 30 kGy	₱	2,800	per load-sample	4 days
Dose > 30 kGy to 50 kGy	₱	3,800	per load-sample	5 days
Dose > 50 kGy and above	₱	5,300	per load-sample	7 days
Dose Validation/Test Irradiation (Minimum of five (5) doses)	₱	5,000	per set of 5 doses	3 days
	₱	1,000	per additional dose	
Multipurpose Irradiation Facility				
Dose < 0.1 kGy	₱	2,500	per load ¹	3 days
	₱	2,000	minimum charge per load ²	
Dose 0.1 to < 1 kGy	₱	3,500	per load ¹	3 days
	₱	3,000	minimum charge per load ²	
Dose 1 kGy to 3 kGy	₱	10,000	per load ¹	3 days
	₱	7,500	minimum charge per load ²	
Dose > 3 kGy to 6 kGy	₱	15,000	per load ¹	3 days
	₱	10,000	minimum charge per load ²	
Dose > 6 kGy to < 25 kGy	₱	20,000	per load ¹	5 days



Irradiation Services		Fees and Charges		Processing Time
	₱	15,000	minimum charge per load ²	
Dose 25 kGy	₱	25,000	per load ¹	5 days
	₱	20,000	minimum charge per load ²	
Dose Validation/Test Irradiation	₱	3,000	per set of 3 doses	3 days
	₱	1,000	per additional dose	
Dose mapping and other samples for R&D	₱	5,000	per product load	3 days

¹ Load = 1 load = 14 tote boxes (size of tote box: 70 cm L x 50 cm W x 90 cm H)

² Minimum charge = half-load or less

19. Gamma Irradiation Services: Self-shielded Gamma Irradiator - Gammacell 220 (GC) and Ob-Servo Sanguis (ObS)

Provision of gamma irradiation service for sterilization, decontamination, material modification and other applications (small samples only)

Office/Division:	Irradiation Services Section (ISS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Researchers, students and other interested clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed application form for Gamma Irradiation Services (for R&D use only): NSD/ISS Form-002 (1 copy)	Application form will be sent thru email after applying through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)
2. Approved letter of request for discount of fees, if any (1 copy)	Submit letter of request for discount of fees to the PNRI Director, for approval.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)	1.1 Evaluate request for irradiation service and accept through the ISS Online Application Portal	None	2 days	Facility Manager IS Section
	1.2 Schedule the date of irradiation	None	5 Minutes	Facility Manager IS Section
2. Bring samples to the Multipurpose Gamma Irradiation Facility on the scheduled date together with the original copy of the <i>signed</i> application form and <i>letter of request</i> for discount (if any)	2.1 Check the filled-out application form with the submitted samples	None	5 Minutes	GC and ObS Operator IS Section
	2.2 Record in Receiving Logbook; assign Request No.	None	5 Minutes	GC and ObS Operator IS Section
	2.3 Issue Statement of Charges (SOC)	Refer to Table 4. Schedule of Fees and Charges for Irradiation Services	5 Minutes	GC and ObS Operator IS Section
3. Pay to Cashier	3.1 Receive payment and issue Official Receipt (O.R.)		5 Minutes	Cashier Cash Section
	3.2 Prepare and irradiate samples on scheduled date and evaluate results. Prepare release documents	None	Refer to Table 4	GC and ObS Operator/ Process Control Group/ Facility Manager IS Section
4. Pick-up irradiated samples	4.1 Release irradiated samples to clients	None	10 Minutes	GC and ObS Operator IS Section
TOTAL		Refer to Table 4	2 Days, 35 Minutes (plus processing time according to Table 4)	

20. Gamma Irradiation Services: Multipurpose Irradiation Facility

Provision of gamma irradiation service for sterilization, decontamination, material modification and other applications



Office/Division:	Irradiation Services Section (ISS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Manufacturers, hospitals, researchers, students and other interested clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. <i>Signed</i> application form for Gamma Irradiation Services: NSD/ISS Form-001 or -002 (1 copy)	<i>Application form will be sent thru email after applying through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)</i>
2. Approved <i>letter of request</i> for discount of fees, if any (1 copy)	<i>Submit letter of request for discount of fees to the PNRI Director, for approval.</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online through the PNRI Service Portal (https://services.pnri.dost.gov.ph/portal/Irradiation/register)	1.1 Evaluate request for irradiation service and accept through the ISS Online Application Portal	None	2 days	Facility Manager IS Section
	1.2 Schedule the date of irradiation	None	5 Minutes	Facility Manager IS Section
2. Deliver products to the Multipurpose Gamma Irradiation Facility at least 2 days before the schedule of irradiation together with the original copy of the <i>signed</i> application form.	2.1 Check the filled-out application form with the submitted samples	None	5 Minutes	MIF Operator IS Section
	2.2 Record in Receiving Logbook; assign Request No.	None	15 Minutes	MIF Operator IS Section
	2.3 Issue Statement of Charges (SOC)	Refer to Table 4. Schedule of Fees and Charges for Irradiation Services	5 Minutes	MIF Operator IS Section
3. Pay to Cashier	3.1 Receive payment and issue Official Receipt (O.R.)		5 Minutes	Cashier Cash Section



	3.2 Prepare and irradiate samples on scheduled date and evaluate results. Prepare release documents	None	Refer to Table 4	Operators/ <i>Process Control Group</i> / Facility Manager IS Section
4. Pick-up irradiated samples	4.1 Release irradiated samples to clients	None	15 Minutes	<i>MIF</i> Operator IS Section
TOTAL		Refer to Table 4	2 Days, 50 Minutes (plus processing time according to Table 4)	

21. Radiometric and Chemical Analysis

Provision of radiometric analysis for drinking water, food and environmental samples, chemical/ physico-chemical (multi- element) analysis, and vinegar adulteration analysis for regulatory and research applications.

Office/Division:	Nuclear Analytical Techniques Application Section (NATAS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Private, government, academic institutions and other interested clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Refer to Table 5. List of Sample Requirements for Radiometric and Chemical Analysis	NATAS Section

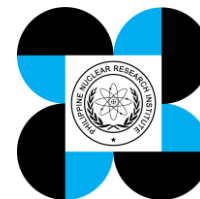


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online for the services required	1. Evaluate applications online and schedule visit appointments for accepted applications	None	None	<i>Laboratory Manager or Analyst in-charge</i> NATA Section
2. Monitor progress of application online and note date of approved schedule of visit to PNRI	2. Ensure that each application has been evaluated online and schedules for appointment visits have been assigned per customer	None	None	<i>Analyst in-charge</i> NATA Section
3. Submit samples to PNRI One Stop Shop on approved schedule	3. Receive samples and print Job order, issue SOA	None	3 Minutes	<i>Analyst in-charge</i> NATA Section
4. Pay to Cashier	4. Receive payment and issue Official Receipt	Refer to Table 5. List of Sample Requirements for Radiometric and Chemical Analysis	5 minutes	<i>Cashier</i> Cash Section
5. Affix signature on the job order form	5. Receive the signed job order form and file	None	1 Minute	<i>Analyst in-charge</i> NATA Section
6. None	6. Conduct radiometric and chemical analysis required	None	Dependent on the type of analysis (Refer to Table 5)	<i>Analyst in-charge</i> NATA Section
7. Receive results	7. Issue analysis report	None	5 minutes	<i>Analyst in-charge</i> NATA Section
8. Acknowledge receipt of report	8. Log receipt of report	None	1 minute	<i>Analyst in-charge</i> NATA Section
TOTAL		Refer to Table 5	20 Minutes (plus processing time according to Table 5)	



Table 5. List of Sample Requirements for Radiometric and Chemical Analysis

Analysis	Sample Requirements	Fee	Processing Time
Gammametric Analysis			
5.1. Food and related items for Cs-137, C-134 and I-131	2 kilos for solid samples 2 liters for liquid samples	<ul style="list-style-type: none"> ▪ ₱2,300 per sample/hour counting ₱200 per additional radionuclide with same calibration ▪ ₱1,500 per additional hour counting ▪ ₱600 certification 	5 working days for 3 radionuclides (Cs-137, Cs-134, I-131) for 3 samples Additional of 1 day for every 3 additional samples
5.2. Environmental samples (ore, sludge, and solids, liquids etc.)	Should be in a 250 mL PE or PP bottles to be provided by PNRI	<ul style="list-style-type: none"> ▪ ₱2,900 per sample ▪ ₱200 per additional radionuclide with same calibration ▪ ₱1,500 per additional hour counting 	45 days depending on pre-screening results
5.3. Other samples	With prior consultation	To be determined depending on requirements	
Liquid scintillation counting			
5.4. Gross Alpha-Beta Analysis of drinking water/freshwater	1 liter freshly collected sample preferably in plastic container	<ul style="list-style-type: none"> ▪ ₱4,700 for the first sample ▪ ₱2,300 per succeeding sample (maximum of 5 per batch) 	45 Days
5.5. Tritium, Carbon-14 in liquids (direct counting)	At least 50 mL liquid, filtered and decolorized	<ul style="list-style-type: none"> ▪ ₱2,600 per radionuclide for the first sample ▪ ₱1,500 per radionuclide for succeeding samples (maximum of 5 per batch) 	15 working days/batch
5.6. Radon-222 in drinking water/freshwater ¹⁶	1 liter freshly collected sample completely filled (i.e. no air space/bubbles inside), preferably in gas-tight PE bottles	₱4,700 per sample	15 days Samples submission is on Tuesdays and Thursdays (until 12:00 noon)



Analysis	Sample Requirements	Fee	Processing Time
5.7. Authentication of naturally fermented vinegar	2 liters of vinegar sample	<ul style="list-style-type: none"> ₱16,000 for the first sample ₱12,500 per succeeding sample (maximum of 3 per batch) 	10 working days per sample
Elemental analysis by XRF			
5.8.a. Soil or sediment	Prepare at least 5 grams of 80 mesh size sample	Qualitative: ₱1,350 per sample/sec target /500 sec counting ₱100 per additional 100 sec counting Quantitative (multi-element): ₱1,900 per sample/sec target/500 sec counting ₱750 per succeeding sample/sec target/500 sec counting; (maximum of 9 per batch)	Without sample preparation: Qualitative = 2 working days Quantitative = 5 working days
5.8.b. Other solids	≤ 50 mm diameter and ≤ 20 grams	Only qualitative or semi-qualitative (multi-element) Qualitative: ₱1,350 per sample/sec target /500 sec counting; ₱100 per additional 100 sec counting; ₱600 per succeeding sample (maximum of 9 per batch)	Without sample preparation: Qualitative = 2 days Semi-quantitative = 5 days
5.9. Air particulate matter	Sample collected on filters	Quantitative (multi-element) ₱5,200 for first sample ₱2,200 per succeeding sample (maximum of 9 per batch)	10 Working days/batch
5.10. Liquid dried on filters	Filtered through 0.45 µm, at least 50 mL; Analysis should have been conducted by NATAS	Quantitative (multi-element) 7,150 for first sample 2,200 per succeeding sample (max of 9 per batch)	15 working days/ batch



22. Gamma Column Scanning

Gamma column scanning incorporates the use of a sealed radioactive material to determine the operating conditions of distillation columns or process vessels in refineries and process industries. The technique is able to determine a number of process anomalies and provide information concerning the optimization of column performance as well as identify requirements for maintenance operations.

Office/Division:	Isotope Techniques Section (ITS)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2G – Government to Government
Who may avail:	Petroleum refineries, gas processing installations, chemical plants and other interested clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully accomplished application form: NSD-ITS-Form-01 (1 copy)	PNRI-ITS Office
Engineering Drawings of the column to be scanned to be provided by customer (1 copy)	Client
Entry permits on site to be provided by customer	
Customer feedback form (PNRI-CSM-01) to be secured from PNRI-ITS (1 copy)	PNRI-ITS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application of service and arrangement of schedule (possible via online submission and telephone conversation)	1. Check the filled-out application form and discuss with client the requirement(s) and schedules	None	10 Minutes	<i>Team Leader and Section Head</i> Isotope Techniques Section
2. Payment of service fee	2. Receive payment and issue Official Receipt	₱125,000.00 for 3 days scanning	5 Minutes	<i>Cashier</i> Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		₱35,000.00 per additional day		
3. Prepares the on-site requirements for ocular inspection and conduct of column scanning service	3. Conduct ocular inspection, perform column scanning service and present result	None	4 Days per column	<i>Team Leader, Column Scanning Team</i> Isotope Techniques Section
4. Receives official service report	4. Prepares and Issues Official Service Report	None	7 Days	<i>Team Leader</i> Isotope Techniques Section
TOTAL		₱125,000.00	11 Days & 15 Minutes	

23. Instrument Diagnosis: Survey Meter or Contamination Meter

Diagnosis of radiation instrument that failed the calibration test conducted by RPSS.

Office/Division:	Engineering Services Section (ESS)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business;
Who may avail:	Users of radioactive materials and operators of nuclear facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prior discussion by phone/email/personal appearance on the request for repair of survey meter	None



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out Instrument Repair Acknowledgement Receipt.	1. Receive the instrument repair acknowledgment receipt.	None	5 Minutes	<i>Electronics Group</i> Engineering Services Section
2. Present the instrument	2.1 Receive and conduct pre-operational checks.	None	10 Minutes	<i>Section Head</i> <i>Electronics Group</i> Engineering Services Section
	2.2 Forward the instrument repair acknowledgment receipt to the section head for approval.			
3. Diagnostic only	3. Conduct diagnostic	None	5 Days	<i>Electronics Group</i> Engineering Services Section
4. Get Statement of Account	4. Issue Statement of Account	None	5 Minutes	<i>Electronics Group</i> Engineering Services Section
5. Pay to Cashier	5. Receive payment and issue Official Receipt	Diagnostic ₱600.00 Per instrument	10 Minutes	<i>Cashier</i> Cash Section
6. Receive diagnosed/repaired instrument	6.1 Record O.R. No. in Instrument Repair Acknowledgment Receipt	None	3 Minutes	<i>Electronics Group</i> Engineering Services Section
	6.2 Release diagnosed and/or repaired instrument	None	10 Minutes	<i>Electronics Group</i> Engineering Services Section
TOTAL		₱600.00	5 Days & 43 Minutes	



24. Instrument Repair: Survey Meter or Contamination Meter

Repair of radiation instrument that failed the calibration test conducted by RPSS.

Office/Division:	Engineering Services Section (ESS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business;
Who may avail:	Users of radioactive materials and operators of nuclear facilities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Prior discussion by phone/email/personal appearance on the request for repair of survey meter	None

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out Instrument Repair Acknowledgement Receipt.	1. Receive the instrument repair acknowledgment receipt.	None	5 Minutes	<i>Electronics Group</i> Engineering Services Section
2. Present the instrument	2.1 Receive and conduct pre-operational checks.	None	10 Minutes	<i>Section Head</i> <i>Electronics Group</i> Engineering Services Section
	2.2 Forward the instrument repair acknowledgment receipt to the section head for approval.			
3. None	3. Conduct diagnostic	None	5 Days	<i>Electronics Group</i> Engineering Services Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. None	4. Conduct repair	None	10 Days	<i>Electronics Group</i> Engineering Services Section
5. None	5. Request list of necessary parts/materials for purchase of Client	None	15 Minutes	<i>Electronics group</i> Engineering Services Section
6. Purchase and provide parts/materials for completion of repair	6. Receive parts/materials provided by the Client and conduct repair	None	9 Days upon receipt of parts/materials provided by the Client	<i>Electronics Group</i> Engineering Services Section
7. None	7. Conduct Pre - calibration test at SSDL facility	None	5 Days	<i>RPSS Staff</i> Radiation Protection Services Section
8. Get Statement of Account	8. Issue Statement of Account	None	5 Minutes	<i>Electronics Group</i> Engineering Services Section
9. Pay to Cashier	9. Receive payment and issue Official Receipt	Repair ₱1,500.00 basic charge per instrument	10 Minutes	<i>Cashier</i> Cash Section
10. Receive diagnosed/repaired instrument	10.1 Record O.R. No. in Instrument Repair Acknowledgment Receipt	None	3 Minutes	<i>Electronics Group</i> Engineering Services Section



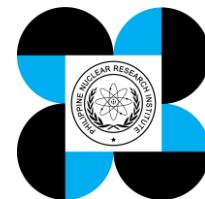
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	10.2 Release diagnosed and/or repaired instrument	None	10 Minutes	<i>Electronics Group</i> Engineering Services Section
TOTAL		₱1,500.00	19 Days & 58 Minutes	

25. Microbiological Analysis

Microbiological Analysis of Food and Medical Products (i.e. Sterility test, Bioburden, microbial counts etc.) using the Bacteriological Analytical Manual.

Office/Division:	Biomedical Research Section (BMRS)
Classification:	Highly Technical
Type of Transaction:	Government to Citizen – G2C; G2B – Government to Business; G2G – Government to Government
Who may avail:	Private and government institutions

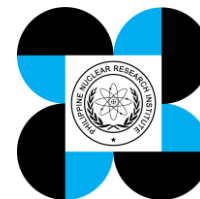
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For first-time clients: discuss with service provider the purpose for applying for the service	None
Online Appointment Form	Please fill out the online appointment form at https://services.pnri.dost.gov.ph/
Microbiological Analysis Job Order Form PM 006-F2 Rev.3	BMRS Staff at iPOSSH, PNRI



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up BMRS Job Order Form	1. Review and receive Job Order Form; Issue to client Statement of Account	None	5 minutes	<i>Analyst in-charge</i> Biomedical Research Section
2. Submit samples	2. Receive samples	None	3 minutes	<i>Analyst in-charge</i> Biomedical Research Section
3. Pay to Cashier	3.1 Receive payment and issue Official Receipt	Refer to Table 6 for Scheduled Fees and Charges for Microbiological Analysis	10 minutes	<i>Cashier</i> Cash Section
	3.2 Conduct testing/ analysis	None	Dependent on the type of analysis (Refer to Table 6)	<i>Analyst in-charge</i> Biomedical Research Section
4. Receive results	4. Release results	None	5 minutes	<i>Analyst in-charge</i> Biomedical Research Section
TOTAL		Refer to Table 6	23 Minutes (plus processing time according to Table 6)	

Table 6. Schedule of Fees and Charges for Microbiological Analysis

Test/Analysis	Fees	Processing Time
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Aerobic Plate Count/Total Plate Count	₱ 550.00 per sample	5 days
Molds and Yeast Count	₱ 550.00 per sample	7 days
Total Coliform Count	₱ 550.00 per sample	5 days
Bioburden Test	Method 1 (min. of 30 sample) ₱ 16,500.00 Method 3 (min. of 10 sample) ₱ 5,500.00	5 days
Sterility Testing – small item	₱ 600.00 per sample	14 days
Sterility Testing – big item	₱ 1,000.00 per sample	14 days
Moisture Analysis	₱ 400.00 per sample	5 days
pH test	₱ 325.00 per sample	1 day
Total Soluble Solid as Brix Reading	₱ 360.00 per sample	1 day

26. Cytogenetic Analysis

Cytogenetic Analysis for absorbed dose assessment of radiation-exposed individuals using Dicentric Chromosome Assay

Office/Division:	Biomedical Research Section (BMRS)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business
Who may avail:	Workers occupationally exposed to ionizing radiation; individuals requiring cytogenetics analysis for health/medical purposes

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online Appointment Form	Please fill out the online appointment form at https://services.pnri.dost.gov.ph/
Microbiological Analysis Job Order Form PM 006-F2 Rev.3	BMRS Staff at iPOSSH, PNRI



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Cytogenetic Analysis Application Form	1.1 Review and receive Application Form; Issue to client Statement of Account	None	5 Minutes	<i>Analyst in-charge</i> Biomedical Research Section
2. Pay to Cashier	2.1 Receive payment and issue OR	₱1,750.00	5 Minutes	<i>Cahier</i> Cash Section
3. Proceed to Cytogenetics laboratory for blood extraction; Present OR to Analyst/Medical Technologist	3.1 Record OR details in logbook; Perform blood extraction	None	15 Minutes	<i>SRS (Registered Medical Technologist)</i> Biomedical Research Section
	3.2 Conduct and prepare blood culture/ chromosome analysis	None	8 Days	<i>Analyst in-charge</i> Biomedical Research Section
4. Receive results	4.1 Release results	None	5 Minutes	<i>Analyst in-charge</i> Biomedical Research Section
TOTAL		₱1,750	8 Days, 30 Minutes	

27. Nuclear Training Services: Application to Training Courses

Training programs on radiation and nuclear safety and security, radiation and nuclear science and technology, and NDT technology are made available for professionals, researchers, students and those individuals who are complying with the training requirements of the regulatory body for the licensing of the use of radioactive material in various applications. The schedule of the training courses for the year is uploaded at the PNRI website (www.pnri.dost.gov.ph).

Office/Division:	Nuclear Training Center (NTC) / Technology Diffusion Division (TDD)
Classification:	Complex



Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Professionals, researchers, students, and radioactive material licensees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled out online form	Online Course Application Portal (OCAP): (https://services.pnri.dost.gov.ph/portal/)
Endorsement or Recommendation letter from work supervisor or Letter of Intent	Company; personal
Medical Certificate (required from applicants of training courses conducted for more than 5 days)	Company; medical institution
Transcript of records/copy of grades (as applicable)	School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out online application form and upload supporting documents to the OCAP (https://services.pnri.dost.gov.ph/portal/)	1. Portal/ System receives application form and supporting documents	None	Depends on system response	<i>Applicant</i>
2. Wait for results of training course application	2.1 Retrieve and evaluate application documents	None	5 Days From receipt of application or from the closing date of the course	<i>NTC Staff</i> Nuclear Training Center
	2.2 Send notice to successful applicants. No notification will be sent to those who are not accepted in the course.			
3. Pay training fee to Cashier	3. Receive payment and issue Official Receipt (O.R.)	Refer to Table 7. Schedule of Fees and	5 minutes	<i>Cashier</i> Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Charges for Nuclear Training Services		
4. Attend training course	4. Conduct training course	None	Based on schedule	<i>Applicant, NTC Training Team Nuclear Training Center</i>
TOTAL		Training fee only	5 Days and 5 Minutes (excluding course duration)	

Table 7. Schedule of Fees and Charges for Nuclear Training Services

Services	Duration	Training Fee (per participant) P	* Discounted Fees & Charges P
I. Regular Training Courses			
1. Radiation Safety Course-Commercial Sale Involving Radioactive Materials and Low Activity Sources (RSC-CL)	2 days	3,200.00	2,560.00
2. Radiation Safety Refresher Course (RSRC)	3 days	4,200.00	3,360.00
3. Radiation Safety Course-Radioactive Sources in Industrial Devices (RSC-ID)	5 days	6,500.00	5,200.00
4. Radiation Safety Course – Medical Use of Radioisotopes (RSC-MR)	10 days	13,000.00	10,400.00
5. Radiation Safety Course – Industrial Radiography (RSC-IR)	10 days	13,000.00	10,400.00
6. Course on Medical Use of Radioisotopes (CMR)	20 days	19,000.00	15,200.00
7. Seminar on Nuclear Science for Teachers (SNST)	15 days	waived	
8. Course on Radioisotope Technology (CRT)	15 days	waived	
9. FTC-Nuclear and Radiation Emergency Preparedness and Response	5 days	waived	
10. FTC-Environmental Radioactivity Monitoring	5 days	waived	



Services	Duration	Training Fee (per participant) ₱	* Discounted Fees & Charges ₱
11. FTC- Reactor Engineering: Level 1	10 days	waived	
12. Radiation Safety Course – Security Personnel	2 days	waived	
13. Radiation Safety Course for PNRI Administrative and Support Staff	2 days	waived	
14. Radiation Safety and Security Course in the Transport of RAM	3 days	4,200.00	3,360.00
15. Training Course on Security of Radioactive Materials	3 days	4,200.00	3,360.00
16. Training Course on Radiation Protection for RPOs of Industrial X-ray Facilities	3 days	4,200.00	3,360.00
17. Nuclear Energy Awareness Training	3 days	4,200.00	3,360.00
18. Thermographic Testing - Level 1	5 days	16,000.00	N/A
19. Radiographic Testing - Level 2	10 days	24,000.00	N/A
20. Ultrasonic Testing - Level 2	10 days	24,000.00	N/A
21. Surface Methods - Level 2	10 days	24,000.00	N/A
22. Eddy Current Testing - Level 2	10 days	24,000.00	N/A
II. Training Course on Request			
1. Radiation Safety Course (2 days)	2 days	3,200.00	2,560.00
2. Radiation Safety Course (3 days)	3 days	4,200.00	3,360.00
3. Radiation Safety Course (5 days)	5 days	6,500.00	5,200.00
4. Radiation Safety Course (10 days)	10 days	13,000.00	10,400.00
III. Processing of OJT Application			
	As requested	waived	
IV. Processing of Application for Research/Thesis Advisorship Program			
	As requested	waived	

* DOST Administrative Order No. 015 dated 21 Aug. 2024 – Standardized Fees and Charges for the Training Services of DOST Philippine Nuclear Research Institute (PNRI)VI. Provisions on Applicable Discounts ... Discount of 20% from the full amount shall be given to the following types of training participants: **STUDENTS** (basic education up to post-graduate), **SENIOR CITIZENS**, and **PERSONS WITH DISABILITIES (PWDs)**. Discounts shall only be granted upon presentation of valid identification. For senior citizens and PWDs, discounts shall only be granted if the training service availed is for personal use only. The certificate of completion to be provided to participant shall be issued under the name of the person who availed the discount and not to any company/enterprise.



27. Nuclear Training Services: Response to Request for Training Course

Upon request of a government or private agency/ institution/ company or professional organizations who are complying with the training requirements of the regulatory body, the PNRI-NTC conducts requested trainings on site/ in house* via online or blended approaches subject to agreed terms and conditions including payment of appropriate fees.

Office/Division:	Nuclear Training Center (NTC) / Technology Diffusion Division
Classification:	Highly technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	Professionals, researchers, students, and radioactive material licensees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request (addressed to the PNRI director) indicating the type of training course, number of participants, venue, and schedule.	Requesting company, institution, or professional group
Exploratory meeting to discuss propriety of requested training	N/A
Accomplished application form (PNRI/NTC Form No. 01-A or 01-B)	NTC, 1st Floor NART Building, PNRI PNRI website: www.pnri.dost.gov.ph

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to ntc@pnri.dost.gov.ph	1.1 Receive request	None	3 Days	NTC Staff Nuclear Training Center
	1.2 Schedule exploratory meeting			
1. Attend exploratory meeting	2.1 Discuss training needs, type of training, number of participants, venue, schedule and cost.	None	5 minutes	Requesting party NTC Staff Nuclear Training Center



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Prepare minutes of the meeting (if necessary)	None	15 Days From the date of meeting	<i>NTC Staff</i> Nuclear Training Center
	2.3 Send proposal of terms and conditions of the requested training course	None		<i>NTC Staff</i> Nuclear Training Center
2. Receive proposal or terms and conditions of the requested training course and submit application form to NTC together with other training requirements	3. Receive completed application form and requirements	None	2 minutes	<i>NTC Staff</i> Nuclear Training Center
TOTAL		None	3 Days for response to request 15 Days for training course agreement	

28. Nuclear Training Services: Processing of OJT Application

On-the-Job trainings in the various radiation and nuclear research projects and activities as well as in administrative management and support activities are made available for high school and college students. Each student is under the supervision of a researcher, trainor, administrative personnel or project coordinator during the training, internship or immersion in a normal office or research environment.

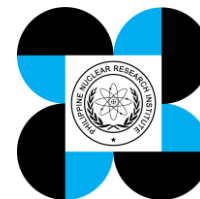
Office/Division:	Nuclear Training Center/Technology Diffusion Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government
Who may avail:	High school and college students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. OJT Application form (PNRI/NTC Form No. 31)	1. NTC, 1st Floor NART Building, PNRI 2. PNRI website: www.pnri.dost.gov.ph
2. Cover letter (addressed to the PNRI director)	University, college, school, educational institution
3. Endorsement from the school	
4. Transcript of Records / copy of grades	
5. Resume	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form or download it from https://pnri.dost.gov.ph/index.php/downloads/pnri-forms and complete supporting documents	1. Receive completed application form and requirements	None	Depends on system response 30 minutes	<i>NTC Staff</i> Nuclear Training Center
	1. Reviews and evaluates application documents and requirements	None	7 Days After the closing date of the internship cycle	<i>PNRI Staff/ Mentor/ Supervisor</i>
2. Wait for the result of the evaluation	2. Successful applicants will be notified through email	None	2 days	<i>NTC Staff</i> Nuclear Training Center
TOTAL		None	9 days and 30 minutes	



29. Nuclear Training Services: Processing of Application for Thesis/Research Advisorship Program

A research/thesis adviser can be requested by a research or MS student to provide supervision, and consultancy services on a specific field of radioisotope technique application and nuclear research.

Office/Division:	Nuclear Training Center/Technology Diffusion Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government
Who may avail:	College and post-graduate students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form (PNRI/NTC Form No. 24; 2 copies)	University, college, school, educational institution or personal
Recommendation from Thesis Adviser with endorsement by authorized school official	NTC, 1st Floor NART Building, PNRI PNRI website: www.pnri.dost.gov.ph
Agreement Form (PNRI/NTC Form No. 25; 2 copies)	
Confidentiality Undertaking (PNRI/NTC Form 29)	
Confidentiality Undertaking (ARD Form; if research/ thesis site is at ARD)	
Research/Thesis Abstract (1 copy)	
Research/Thesis List of Activities (1 copy)	
Memorandum of Agreement (notarized after being signed by PNRI Director; (PNRI/NTC Form No. 26; 2 copies)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form or download from https://pnri.dost.gov.ph/index.php/downloads/pnri-forms and complete supporting documents	None	None	None	Applicant
2. Submit accomplished application form and all supporting documents to the office of the Nuclear Training Center or send the application form and supporting documents personally or via post mail or by express couriers.	2.1 Receive, review, and evaluate application form and supporting documents. Completed application packet will be transmitted to prospective research/thesis adviser.	None	15 minutes	NTC Staff Nuclear Training Center
3. Wait for result of application	3.1 Evaluation and approval	None	10 Days	NTC Staff, Research Advisor or Concerned Section, Office of the Director
	3.2 Notify applicant on the final status of the application by email.			
4. Submit notarized MOA and commence the research activity	None	None	None	Applicant
TOTAL:		None	10 Days and 15 Minutes	

30. Nuclear Awareness Seminars and Exhibits

Request for conduct of nuclear awareness seminar and exhibit

Office/Division:	Nuclear Information and Documentation Section (NIDS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen;



Who may avail:	High schools, colleges, universities and other institutions
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of request at least one month prior to intended schedule sent via email, mail/courier or portal containing the following details <ul style="list-style-type: none"> • Full name of representative from the requesting agency • Contact number and email address • Full details of the requested event (What, When, Where, Who and How) 	Requesting Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PNRI	1.1 Receive letter of request	None	3 Minutes	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
	1.2 Schedule date of seminar/exhibit	None	7 Minutes	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
	1.3 Notify client of approval through call, direct messaging, or email	None	5 Minutes	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
2. Meet with PNRI personnel for conduct of exhibit/seminar	2. Set up exhibit / conduct seminar	None	As per request (or None)	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
TOTAL		None	15 Minutes	



31. Guided Tour of PNRI Facilities

Request for technical guided tour of PNRI facilities and laboratories

Office/Division:	Nuclear Information and Documentation Section (NIDS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen;
Who may avail:	General public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of request at least one month prior to intended schedule sent via email, courier/mail, or portal containing the following details <ul style="list-style-type: none"> • Full name of representative from the requesting agency • Contact number and email address • Full details of the requested tour (purpose, date, time, visitors and number of visitors) 	Requesting Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to PNRI	1.1 Receive letter of request	None	3 Minutes	NIDS Staff Nuclear Information and Documentation Section
	1.2 Schedule date of tour	None	22 Minutes	NIDS Staff Nuclear Information and Documentation Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Notify client of approval through call, direct messaging, or email	None	5 Minutes	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
2. Register upon arrival for conduct of guided tour	2. Conduct guided tour of facilities	None	As per request (or None)	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
3. Provide feedback by filling up survey questionnaire	3. Accept feedback	None	5 Minutes	<i>NIDS Staff</i> Nuclear Info. And Documentation Section
TOTAL		None	35 Minutes	

32. Library Services

Provision of library services to researchers

Office/Division:	Nuclear Information and Documentation Section (NIDS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen;
Who may avail:	General public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on researchers' logbook	1.1 None	None	2 Minutes	<i>Librarian</i> Nuclear Information and Documentation Section
2. Discuss subject of research with library staff	2. Assess the client's information needs and assist in identifying, finding, and retrieving related materials.	None	10 Minutes	<i>Librarian</i> Nuclear Information and Documentation Section
3. Proceed to use materials in reading area	3. None	None	None	<i>Librarian</i> Nuclear Information and Documentation Section
4. Leave used materials with library staff	4. Receive and log used materials.	None	2 Minutes	<i>Librarian</i> Nuclear Information and Documentation Section
TOTAL		None	14 Minutes	

33. Online Library Services

Provision of library services to researchers

Office/Division:	Nuclear Information and Documentation Section (NIDS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen;
Who may avail:	General public



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled out Remote Research Support Form	Online at https://bit.ly/pnrilibraryremote

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request for research assistance online through the Remote Research Support Form	<p>1.1 Respond and acknowledge client request via email.</p> <p>1.2 Review details of the request and assess the library's capacity to process request.</p> <p>1.3 If request is actionable, log the request.</p>	None	10 Minutes	<i>Librarian</i> Nuclear Information and Documentation Section
	1.4 Check for availability of specified database content and proceed with other technical procedures (e.g., digitization, interlibrary coordination) when necessary. If available, retrieve and prepare the material and render full/online-only access to client. If unavailable, search for related content or refer client to another library.		Depends on volume of materials requested, availability of material, pertinent access conditions, and other procedures necessary	
2. Acknowledge receipt of any material provided	2. Mark client transaction as completed and record all materials and research advice provided.	None	5 Minutes	<i>Librarian</i>



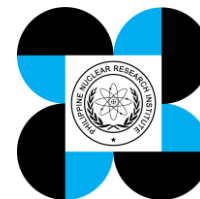
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Nuclear Information and Documentation Section
TOTAL		None	15 Minutes (excluding actual processing time of materials)	

34. Nuclear Reactor Operations Section: Research Reactor On-the-Job Training

On-the-Job training at the Nuclear Reactor Operations Section (NROS) offers specialized training on reactor physics and engineering, which includes lectures on various reactor topics and experiments at the Philippine Research Reactor – 1 Subcritical Assembly for Training, Education and Research (PRR-1 SATER). The NROS OJT program is designed for STEM students and both undergraduate and graduate students of science, technology, and engineering. At the end of the training program, tertiary students are expected to gain experience in conducting basic or applied research on reactor topics and to present results through technical publication and/or participation in research conferences.

Office/Division:	Nuclear Reactor Operations Section/Nuclear Services Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government
Who may avail:	Senior High School STEM students and College students of science, technology, and engineering

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Inquire and submit OJT application requirements as specified by the PNRI Nuclear Training Center (NTC)	1. NTC, 1st Floor NART Building, PNRI 2. PNRI website: www.pnri.dost.gov.ph



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete submission of OJT application requirements and wait for the result of the evaluation	1. Receive complete OJT application requirements, evaluate application, and notify successful applicants	None	9 days and 30 minutes	NTC Staff
2. Attend orientation for OJT at NROS	2. Provide orientation for OJT on radiation protection and facility security program, and overview of OJT work plan	None	1 hour	NROS Radiation Protection Officer (RPO) / Assistant RPO and OJT Supervisor
3. Accomplish activities as provided in the work plan	3. Implement and supervise activities as provided in the work plan	None	As targeted in the work plan	OJT Supervisor
TOTAL		None	As targeted in the work plan + 9 days, 1 hour, and 30 mins	





Philippine Nuclear Research Institute

INTERNAL SERVICES



1. Processing of Purchase Request (PR)

The Property and Procurement Section (PPS) processes the Purchase Requests (PR) submitted by the end-users, which are then forwarded to Accounting Section (AS) for verification and funding in accordance with the approved line-item-budget. The PRs are then forwarded for the approval of designated authorities.

Office/Division:	Property and Procurement Section (PPS), Accounting Section (AS), Budget Section (BS), FAD, ODD, & OD
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	End-users with approved Annual Procurement Plan (APP), Line Item Budget (LIB) and Approved GAA Budget, PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Purchase Request Form per Category (e.g. Office Supplies / Laboratory Supplies / Medical Supplies/ Services/ ICT Supplies/ ICT Equipment/ Infrastructure/ Engineering Supplies/ Equipment/ Electrical Supplies/ Consultancy/ Repairs & Maintenance/ etc.), using PPIS, with complete specifications, per funding source, indicate and signed by End-user, Project Leader and Division Chief (3 copies, 1 original and 2 photocopy)	End-user/PNRI Employee
Approved Line Item Budget (LIB) and other supporting documents pertaining to purchase requests as applicable (1 copy, photocopy)	
Recent Market Research or Quotation from a valid supplier if applicable, attach photo of the item (as much as possible not COD)	
If Item is not available from local Supplier: - Supplier's Pro-forma Invoice (1 copy, original); and Certificate of Non-Local Availability from DTI (in coordination with PPS) Justification by the end-user for emergency purchase – SDO/PCF/Reimbursement (1 copy, original)	
Photo – if applicable	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Additional Attachments:</p> <p>A. Repairs and Maintenance</p> <ul style="list-style-type: none"> - Property Acknowledgement Receipt (PAR/ARE) or Inventory Custodian Slip (ICS) (1 copy, photocopy) - Cost Analysis – Estimated Repair Cost <30% Market Value of PPE - Accomplished Waste material report and/or Pre-Repair Report for (1 copy, original) - Troubleshooting Report (1 copy, original) - In case of calibration, please indicate if on-site or in-house (separate PR for on-site and in-house) <p>B. Representation expense</p> <ul style="list-style-type: none"> - List of participants (see suggested form) (1 copy, original) - Meeting agenda <p>C. Infrastructure Project</p> <ul style="list-style-type: none"> - Plans/Drawings, Surveys, Design and Technical Specifications - Detailed Cost Estimate and Bill of Quantities - Scope of Work, Detailed Engineering/ Preliminary Engineering Design - Delivery Time or Completion Schedule - General and/or Special Conditions of Contract <p>D. Consultancy</p> <ul style="list-style-type: none"> - Detailed Scope. Indicate the type of Services to be provided by the consultant - Curriculum vitae of consultant if applicable <p>E. Security and Janitorial Services</p> <ul style="list-style-type: none"> - Breakdown of all cost including supplies and equipment 	

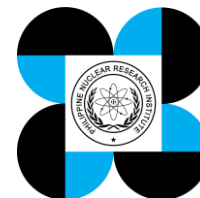


CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Technical Parameters and minimum standard for each parameters <p>F. Fabrication</p> <ul style="list-style-type: none"> - Drawing <p>G. Controlled Chemicals and Radioactive Materials</p> <ul style="list-style-type: none"> - Permit/License <p>H. For IT requirement</p> <ul style="list-style-type: none"> - Recommendation from MISS <p>I. Renewal of Contract - Evaluation of Provider</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request (PR)	1.1 Receives PR with required supporting documents	None	15 Minutes	<i>Technical Aide or Admin Aide</i> PPS
	1.2 Verifies the completeness as per checklist of attachments (Incomplete will not be accepted)			
	1.3 Record Receipt of PR in PPIS			
2. None	2.1 Review PR and supporting documents. (Incomplete attachments and/or specifications will be returned to EU).	None	2 Days	Section Head or Admin Officer III PPS
	2.2 Checks Availability on Stock (as applicable)			
	2.3 Assign PR number for PR with complete attachments			
3. None	3.1 Record release of PR in PPIS, PPS Logbook and monitoring sheet	None	15 minutes	<i>Technical Aide or Admin Aide</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Forward to Accounting Section for funding			PPS
4. None	4. Receive and review purchase request with required supporting documents (Incomplete documents will be returned to end-user)	None	10 Minutes	<i>Administrative Aide</i> Accounting Section
5. None	5. Record the verified /reviewed PR to the AS's logbook, monitoring sheet and DTMS/PPIS Submit the PR to section head for further review and funding.	None	10 Minutes	<i>Administrative Aide</i> Accounting Section
6. None	6.1 Record the PR to its designated project monitoring sheet.	None	4 Days (minimum)	<i>Accountant III</i> <i>Section Head</i> Accounting Section
	6.2 Verify availability funding based from the approved LIB or GAA			
	6.3 Evaluate the validity and correctness of PR in accordance with GAM requirements.			
	6.4 If PR and supporting documents are in order, provide funding and sign.			
7. None	7. Record the release of funded PR to AS logbook, monitoring sheet and DTMS/PPIS	None	15 Minutes	<i>Administrative Aide</i> Accounting Section
8. None	8. Forward to Approving Authorities (FAD,ODD) 8.2 Upon approval, record the release of PR to DTMS/PPIS	None	4 Days	Approving Authorities (FAD,ODD, OD)
9. None	9. Receipt of approved PRs in PPIS and record in monitoring sheet	None	15 Minutes	<i>Technical Aide or</i> <i>Admin Aide</i> PPS



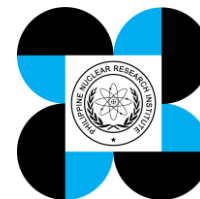
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10. None	10.1 Prepare Request for Quotations	None	3 Days	<i>Technical Aide PPS</i>
	10.2 Posting to PhilGEPS of Invitation to Bid for PRs above Php50,000			<i>Admin Asst. PPS</i>
TOTAL		None	13 Days, 1 Hour, 20 Minutes	

2. Processing and Approval of Purchase Order (PO) and Job Order (JO)

Upon approval of the PR, the PPS conducts the appropriate procurement method based on the approved PR, award will be signed by the BAC Members, and a Purchase/Job Order is prepared and generated. The PO/JO is forwarded to the Budget Section (BS) to be processed, certified for availability of allotment, and obligated for the purpose it is intended to. The PO with Obligation Request(OBR) will be forwarded to the division concerned for signature. Upon signature by the concerned Division Chief, the PO will be forwarded to AS for pre-audit and processing. The PO will be forwarded to FAD, ODD and OD for approval.

Office/Division:	Property and Procurement Section (PPS), Accounting Section (AS), Budget Section (BS), FAD, ODD, & OD
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	End-users with approved Annual Procurement Plan (APP) - GAA Budget and Line Item Budget (LIB), PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Purchase Request with complete specifications, with supporting documents and signatures (3 copies, 1 original and 2 photocopy)	End-user/PNRI Employee
Accomplished PO (1 copy, original)	
Approved BAC Award (1 copy, original)	

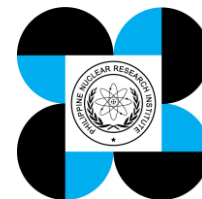


Accomplished Abstract of Canvass	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approved PRs with at least 3 Quotations received from Suppliers	1.1 Prepare Abstract of Canvass in PPIS and attachment of Quotations in PR	None	2 Days	<i>Technical Aide or Admin. Asst.</i> PPS
	1.2 Review Abstract of Canvass in PPIS and show it to End-User in PPIS			<i>Section Head or Admin Officer III</i> PPS
	1.3 Record in PPS Logbook and monitoring sheet and forwards PR with quotations to End-User			<i>Technical Aide or Admin Aide</i> PPS
2. Selection of items to be purchased	2.1 Review of quotations and selection of items to be purchase in the Abstract of Canvass	None	1 Day	End-User
	2.2 Printing of Abstract of Canvass			
	2.3 Sign Abstract of Canvass and Forwards to PPS			
3. Preparation of BAC Report and Recommendation	3.1 Review item selected and signed in the Abstract of Canvass if within the ABC	None	3 Days	<i>Admin Assistant VI, Admin Officer V</i> PPS
	3.2 Preparation of Bids and Awards Committee (BAC) Report			<i>Admin Officer III, Admin Officer V</i> PPS
	3.3 Review Bids and Awards Committee Report			<i>Section Head or Admin Officer III</i> PPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Forwards Report to Signatory for signature			<i>Technical Aide or Admin Aide</i> PPS
4. BAC Recommendation	4.1 Review, Recommend and Sign BAC Report and Recommendation	None	5 Days	End-user and BAC
5. Generation of Purchase / Job Order	5.1 Preparation of Purchase / Job Order in PPIS, Printing of PO/JO	None	5 Days	<i>Admin Officer or Admin Asst</i> PPS
	5.2 Review Purchase / Job Order			<i>Admin Officer V</i> PPS
	5.3 Record in monitoring sheet, PPS Logbook and Log-out in PPIS and Forwards to Budget Section			Technical Aide or Admin Aide PPS
6. Submit complete required documents for obligation	6. Receive and review required documents for obligation (Incomplete supporting documents will be returned to the end-user)	None	1 Day	<i>AOII, AO/IV</i> Budget Section
7. None	7. Record and assign Obligation Request (ObR) number immediately upon receipt of complete documents for obligation and input to ObR Database	None	1 Day	<i>AOII, AO/IV</i> Budget Section
8. None	8. Release processed obligation document to the division head of the end-user for signature	None	15 Minutes	<i>AOII, AO/IV</i> Budget Section
9. Receive accomplished PO, JO, Contract	9.1 Receive and review PO, JO, Contract with required supporting documents (incomplete applications will not be accepted).	None	1 Day	<i>Administrative Aide</i> Accounting Section
	9.2 Record the verified/reviewed PO, JO, and contract to the AS's logbook, monitoring sheet, and DTMS/PPIS.			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9.3 Record the verified/reviewed PO, JO, and contract to its designated project file.	None	2 Days	<i>Administrative Assistant/Officer</i> Accounting Section
	9.4 Verify/approve the PO, JO, and contract and prepare for release			<i>Accountant III</i> Accounting Section
	9.5 Record the PO/JO/Contract to DTMS/PPIS and other monitoring system and release to FAD.	None	1 Day	<i>Administrative Aide</i> Accounting Section
10. Receive accomplished PO/JO/Contract with complete supporting documents	10.1 Receive and review PO/JO/Contract with required supporting documents. (Incomplete documents will not be received.)	None	1 Day	<i>Administrative Assistant</i> Office of the FAD Chief
	10.2 Review and approve PO/JO/Contract if in order.	None	1 Day	<i>FAD Chief</i> Office of the FAD Chief
	10.3 Record and release approved PO/JO/Contract to either ODD/OD or PPS.	None		<i>Administrative Assistant</i> Office of the FAD Chief
11. Approve PO/JO/Contract	11. Review and approve documents	None	3 days	Approving Authorities (ODD or OD) if applicable
12. Receive approved PO/JO/Contract with complete supporting documents	12. Receive and Record receipt in monitoring sheet, and PPIS	None	15 minutes	Technical Aide or Admin Aide PPS
13. Serve approved PO/JO/Contract to Supplier/Contractor	13. Serve approved PO/JO/Contract to Supplier/Contractor	None	3 Days	Technical Aide or Admin Aide PPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	30 Days, 30 Minutes	

3. Processing of Payment for Purchase Orders (PO), Job Orders (JO) and Contracts

The POs, JOs and contracts upon completion of delivery by the suppliers will be forwarded by the PPS with complete supporting documents to the Accounting Section for processing in accordance with the rules and regulations of the government.

Office/Division:	Accounting Section (AS)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved PR with complete specifications and all supporting documents (1 copy, Original)	Client/PNRI Employee (these documents are already consolidated and completed by the PPS prior to submission to Accounting Section).
Approved PO/JO and contract (1 copy, Original)	
Approved LIB for projects (1 copy, Original)	
Delivery Receipt (1 copy, Original)	
Sales Invoice (1 copy, Original)	
Inspection and Acceptance Report (IAR) (1 copy, Original)	
PAR/ICS/RIS (1 copy, Original)	
Waste material report for repairs and maintenance (1 copy, Original)	
Justification by the end-user if necessary (1 copy, Original)	
Supplier's quotation if necessary (1 copy, Original)	



Approved/signed award (1 copy)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved PO, JO and contract	1. Receive and review PO, JO and contract with required Disbursement Voucher (DVs) and supporting documents (Incomplete applications will not be accepted)	None	10 Minutes	<i>Administrative Aide</i> Accounting Section
2. None	2. Record the verified /reviewed PO, JO and contract to the AS's logbook, monitoring sheet and DTMS. Submit the documents to AS staff for processing and review	None	20 Minutes	<i>Administrative Aide</i> Accounting Section
3. None	Receive the PO, JO and contract and perform the ff: 3.1 Record the documents to its designated project monitoring sheet. 3.2 Verify availability funding based from the approved LIB or GAA 3.3 Evaluate the validity and correctness of PR in accordance with GAM requirements. 3.4 If PO, JO and contract and supporting documents are in order, provide Journal Entry Voucher (JEV) and sign 3.5 Submit to Head, AS for approval	None	4 days (depending on the complexity of transaction)	<i>Administrative Assistant I</i> <i>/Administrative Officer IV /</i> <i>Accountant II</i> Accounting Section

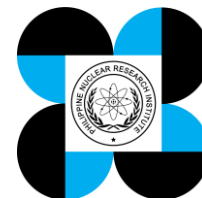


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Verify recorded PO, JO and contract to its designated project monitoring sheet.			
	3.7 Perform preaudit procedure in accordance with GAM standard.			
	3.8 If all documents are in order, approve the disbursement voucher (DV) and the JEV.			
	3.9 Send the documents to staff for release			
4. None	4.1 Record the release of funded PO, JO and contract to AS logbook, monitoring sheet and DTMS	None	15 Minutes	<i>Administrative Aide</i> Accounting Section
TOTAL		None	4 Days, 45 Minutes	

4. Processing of Government Obligation and Payment of Various Reimbursements

Various reimbursements are submitted by end-users to the Budget Section to be processed, certified the availability of allotment, and obligated for the purpose that it is intended to. The documents are then forwarded to the Accounting Section to be pre-audited in accordance with government rules and regulations.

Office/Division:	Budget Section (BS) & Accounting Section (AS)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

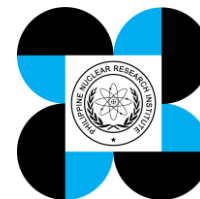


CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request (PR) with complete specifications, if procurement of supplies and materials and repairs, end-user should coordinate with the AS for withholding tax purposes. – (1 copy original) 2. Official Receipts (OR) (1 copy original) 3. Disbursement Voucher (1 copy original) 4. Approved Line Item Budget for projects (1 copy original) 5. Waste material report for repair and maintenance; PAR/ICS/RIS in case of equipment and supplies (1 copy original) 6. Certificate of Emergency Purchase (1 copy, Original) 7. Justification by the end-user if necessary (1 copy original) 8. Supplier's quotation if necessary (1 copy original)	Client/PNRI Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required documents for obligation	1. Receive and review required documents for obligation (Incomplete supporting documents will be returned to the end-user)	None	1 Day	AOII, AOIV Budget Section
2. None	2. Record, assign Obligation Request (ObR) number immediately upon receipt of complete documents for obligation and input to ObR Database	None	1 Day	AOII, AOIV Budget Section
3. None	3. Release processed obligation document to the division head of the end-user for signature	None	15 Minutes	AOII, AOIV Budget Section
4. Upon signature of Division Chief, submit the DV and supporting documents for reimbursement to Accounting Section	4. Receive and review DV with required supporting documents (Incomplete applications will not be accepted)	None	10 Minutes	Administrative Aide Accounting Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. None	5. Record the verified /reviewed DV to the AS's logbook, monitoring sheet and DTMS. Submit the documents to AS staff for processing and review.	None	20 Minutes	<i>Administrative Aide</i> Accounting Section
6. None	6.1 Receive the DV with required supporting documents and perform the ff:	None	4 Days depending on the complexity of transaction	<i>Administrative Assistant I /Administrative Officer IV</i> Accounting Section
	6.2 Record the documents to its designated project monitoring sheet			
	6.3 Verify availability funding based from the approved LIB or GAA			
	6.4 Evaluate the validity and correctness of PR in accordance with GAM requirements.			
	6.5 If DV for reimbursement and supporting documents are in order, provide Journal Entry Voucher (JEV) and sign.			
	6.6 Submit to Head, AS for approval.			
	6.7 Verify recorded DV to its designated project monitoring sheet.			
	6.8 Perform preaudit procedure in accordance with GAM standard.			



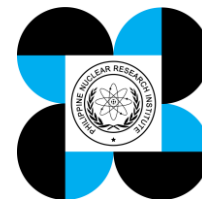
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.9 If all documents are in order, approve the disbursement voucher (DV) and the JEV.			
	6.10 Send the documents to staff for release			
7.None	7. Record the release of DV for reimbursement to AS logbook, monitoring sheet and DTMS.	None	15 Minutes	Administrative Aide Accounting Section
TOTAL		None	7 Days	

5. Processing of Government Obligation and Payment for IOTs and LTOs

All payment for official travels should be processed prior to or upon the return of the officers and employees. The Itinerary of Travel (IOTs) and Local Travel Orders (LTOs) are submitted to the Budget Section be processed, certified the availability of allotment and obligated for the purpose that it is intended to. The documents are then forwarded to the Accounting Section to be pre-audited in accordance with government rules and regulations.

Office/Division:	Budget Section & Accounting Section
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved LTO with estimated expenses (1 copy, Original) 2. Approved IOT(1 copy, Original) 3. Official Receipt (OR) for transportation and food in case of actual reimbursement (1 copy, Original) 4. Approved LIB for projects (1 copy, Original) 5. Certificate of travel completed in case of actual reimbursement (1 copy, Original)	Client/PNRI Employee



6. Certificate of attendance/participation in case of actual reimbursement (1 copy, Original) 7. Photo/s if necessary (1 copy, Original) 8. Disbursement Voucher (1 copy, Original)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required documents for obligation	1. Receive and review required documents for obligation (Incomplete supporting documents will be returned to the end-user)	None	1 Day	AOII, AOIV Budget Section
2. None	2. Record, assign Obligation Request (ObR) number immediately upon receipt of complete documents for obligation and input to ObR Database	None	1 Day	AOII, AOIV Budget Section
3. None	3. Release processed obligation document to the division head of the end-user for signature	None	15 Minutes	AOII, AOIV Budget Section
4. Submit the DV and supporting documents for LTO or IOT	4. Receive and review DV for LTO/IOT with required supporting documents (Incomplete applications will not be accepted)	None	10 Minutes	Administrative Aide Accounting Section
5. None	5. Record the verified /reviewed DV to the AS's logbook, monitoring sheet and DTMS. Submit the documents to AS staff for processing and review	None	20 Minutes	Administrative Aide Accounting Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. None	Receive the DV with required supporting documents and perform the ff:	None	4 days (depending on the complexity of transaction)	<i>Administrative Assistant I / Administrative Officer IV/ Accountant II Accounting Section</i>
	6.1 Record the documents to its designated project monitoring sheet.			
	6.2 Verify availability funding based from the approved LIB or GAA			
	6.3 Evaluate the validity and correctness of LTO/IOT in accordance with GAM requirements.			
	6.4 If DV for LTO/IOT and supporting documents are in order, provide Journal Entry Voucher (JEV) and sign.			
	6.5 Submit to Head, AS for approval			
	6.6 Verify recorded DV to its designated project monitoring sheet.			
	6.7 Perform preaudit procedure in accordance with GAM standard.			
	6.8 If all documents are in order, approve the disbursement voucher (DV) and the JEV.			
	6.9 Send the documents to staff for release			
7.None	7. Record the release DV for LTO/IOT to AS logbook, monitoring sheet and DTMS	None	15 Minutes	<i>Administrative Aide Accounting Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	7 Days	

6. Issuance of Supplies

Printing of requisition and issue slip for releasing of supplies.

Office/Division:	Procurement and Property Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition and Issue Slip (RIS) printed using PPIS	PNRI Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares RIS and submits to PPS for the release of items in stockroom	Receive and review RIS from Client/ End-user	None	15 minutes	Administrative Aide (Property and Procurement Section)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Checks availability in stock using Bin Cards or Stock Cards 1. If not available in stocks a. Informs end-user to prepare Purchase Request 2. If available in stocks, a. Prepares Inventory Custodian Slip (ICS) if requested item is Semi-Expendable. b. Forwards RIS and/or ICS (if applicable) to Head, PPS for approval of Issuance	None	1 day	Administrative Aide (Property and Procurement Section)
	Approves RIS/ICS	None	1 hour	Head/OIC, Property and Procurement Section
2. Signs RIS/ICS in acknowledging the receipt of Supplies	Prepare items and releases requisitioned supplies to End-user	None	3 days	Administrative Aide (Property and Procurement Section)
TOTAL		None	4 Days, 1 hour, 15 Minutes	

7. Issuance of Service Records, Office Clearance and Contract of Service for Foreign Travel (Official/Personal)

This service is for the completion of travel documents required for local and foreign travel.

Office/Division:	Human Resource Management and Records Section (HRMRCS)
Classification:	Complex



Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished HRMRCS Request Form 11-001 (1 copy)	HRMRCS
Documents for Official Travel (All original plus 1 photocopy): <ul style="list-style-type: none"> Letter of Invitation from sponsoring agency/country Nomination of the PNRI PDC with approved Memo of endorsement from the Director Contract Office Clearance 	Given to End Users by Sponsors
Documents for Personal Travel <ul style="list-style-type: none"> 2 copies of Approved Leave Form Letter of personal leave approved by the Director (Original and 1 Photocopy) Office Clearance 	HRMRCS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the form	1. HRMRCS checks if all information needed are filled in the form	None	2 Minutes	<i>Administrative Assistant</i>
2. Submit complete requirements	2. Receives all requirements from client and verifies submitted requirements	None	5 Minutes	<i>Administrative Assistant</i>
3. Wait for the documents	3. Preparation of Administrative Clearance, Service record and Contract of service	None	2 Days	<i>Administrative Assistant</i>
4. None	4. Review/endorsement to Finance and Admin Office	None	1 Day	<i>HRMRCS, Section Head</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Pick up documents from HRMRCS	5. Release of the documents	None	1 Day	<i>Administrative Assistant</i>
TOTAL		None	4 Days, 7 Minutes	

7. Application for Leave

This internal service is available for all PNRI Regular employees who have already accumulated a number of Leave Credits.

Office/Division:	Human Resource Management and Records Section (HRMRCS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Regular Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two (2) original copies of Application for Leave	INFOSYS
Document/s needed as attachment for the different Leave Applications <ul style="list-style-type: none"> Maternity Leave: One original Medical Certificate Paternity Leave: One photocopy of Medical Certificate <ul style="list-style-type: none"> : One photocopy of Marriage Certificate : One photocopy of Birth certificate Rehabilitation Leave: One original copy of Medical Certificate Sick Leave: One original Medical Certificate (for more than 5 days) Solo Parent Leave: Solo Parent ID 	Ob-Gyne of the Employee Ob-Gyne of the wife Philippine Statistics Office (PSA) Philippine Statistics Office (PSA) Doctor of choice of employee Doctor of choice of employee Resident Barangay of the employee / Department of Social Welfare

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit filled-out Application for Leave initialed by the Division Chief / Section Head to the HRMRCS	1.1 HRMRCS receives Application for Leave 1.2 Input Leave Credits Earned in Infosys (VL &SL) as of to date. 1.3 Encode leave credits earned (VL & SL) in Employee's Leave Card.	None	20 Minutes	<i>Administrative Officer II</i>
2. Release application leave to the office of FAD Chief	2. FAD Receives processed application for leave	None	30 Minutes	<i>Administrative Officer I, Office of the FAD Chief</i>
3. Recommendation for approval/ disapproval	3. Office of the Deputy Director acts on the processed application for Leave	None	30 minutes	<i>Administrative Aide VI, Office of the Deputy Director</i>
4. Release application leave to the office of the Director	4. Approved / Signed Application Leave for approval / disapproval. 4.1 Release approved/signed of two (2) copies application leave to HRMRCS	None	1 Hour	<i>Administrative Assistant III, Office of the Director</i>
5. Receive and keep/file Signed/Approved application leave.	5. Release one (1) copy of application leave to the concerned employee and retain one (1) copy for keeping/filling.	None	1 Hour	<i>Administrative Officer II, HRMRCS</i>
TOTAL		None	3 hours, 20 Minutes	



8. Collection of Payments and Deposits for Various PNRI Services thru the e-Payment System

This process covers all activities from the issuance of Official Receipts to recording of payments received in the book of accounts for all the services rendered in accordance with the Commission on Audit and the Bureau of Treasury rules and regulations.

Office/Division:	Cash Section (CS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government
Who may avail:	PNRI Employees and Various clients from Food Industries, Hospitals, Corporation, attached agencies and etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Statement of charges (SOC) printed in two (2 copies)	Servicing Units, Accounting Section
Payment such as cash/company/manager's check/postal money order check (PMO)/LDDAP-ADA	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt of the Reference Number and Link to the online portal thru e-mail.	1. Create the Statement of Account online.	None	2 Minutes	<i>Collection Officer Head, Cash Section</i>
2. Open the link to the online portal to proceed with payment.	2.None	None	5 Minutes	<i>Client</i>
3. Print Payment Receipt.	3. Create Receipt thru the online portal	None	2 Minutes	<i>Collection Officer Head, Cash Section</i>
4. None	4. Print Payment Receipt.	None	1 Minute	<i>Collection Officer Head, Cash Section</i>
5.None	5.1 Prepare Report of Collections and Deposit Slips for collections received after the cut-off period (3:00pm)	None	None	<i>Collection Officer Head, Cash Section</i>



	5.2 Deposit to Land Bank of the Phils. (LBP) all collections the following working day			
TOTAL		None	10 Minutes	

9. Disbursement of Checks/ADA Preparation

This process involves the check preparation, submission to Land Bank of the Philippines, and issuance of checks to clients.

Office/Division:	Cash Section (CS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government
Who may avail:	PNRI Employees and Various clients from Food Industries, Hospitals, Corporation, attached agencies and others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Disbursement vouchers and supporting documents as approved by Accounting Section	Forwarded by the Accounting Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Verifies/checks if supporting documents are complete. Checks and verifies if Journal Entries are balance	None	20 Minutes	<i>Administrative Assistant I</i> Cash Section
2. None	2.1 Prepares stub for Check/ADA, Advice of Check Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)	None	2 Days	<i>Administrative Assistant I</i> Cash Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Records Check & ADA Number, amount and ACIC No. to Notice of Cash Allocation (NCA) Control Sheet to verify availability of cash in bank			<i>Administrative Officer V</i> Cash Section
3. None	3. Forward to Finance and Administrative Division (FAD) for signature of ACIC, LDDAP-ADA and Disbursement Vouchers	None	None	<i>Administrative Assistant I</i> Cash Section
4. None	4.1 Receives approved ACIC, LDDAP-ADA, Disbursement Vouchers and verifies for the completeness of signatures.	None	None	<i>Administrative Assistant I</i> / <i>Administrative Officer I</i> Cash Section
	4.2 Submits ACIC and LDDAP-ADA to Land Bank of the Philippines (LBP)			
5. Presentation of Authority to Collect, valid I.D.s for the collection of checks	5. Release of checks and issuance of validated LDDAP-ADA copy for bank transfers	None	None	<i>Administrative Assistant I</i> Cash Section
TOTAL		None	2 Days, 20 Minutes	



9. Provision of Non-Urgent Transportation Services

GSS provides transportation for official PNRI activities, covering booking, request submission, approval, vehicle dispatch, trip monitoring, and return inspection, subject to vehicle and driver availability for trips scheduled more than (2) government working days after booking request.

Office/Division:	General Services Section (GSS)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form - 1 – Vehicle Request Form (VRF) (1 original and 1 photocopy) FAD/GSS Form - 6 – Vehicle Trip Ticket (VTT) (1 original and 1 photocopy) Local Travel Order – (LTO) (1 original and 1 photocopy) Special Order – (SO) (1 original and 1 photocopy) Customer/Client Satisfaction Survey Form – (CCSSF)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a Transportation Booking from GSS or Check the Online Schedule of Approved Vehicle Official Trips	1. GSS provides transportation availability details and advises the requesting personnel on the next steps for scheduling.	None	5 minutes	End-user, Administrative Aide V
2. Process approval and submit the VRF to GSS within two (2) government working days from the booking request; otherwise, the provisional reservation will be made available to others.	2. GSS holds the provisional reservation for up to two (2) government working days pending an approved VRF submission. If not received, the slot will be made available to other requesters.	None	2 days	End-user, Administrative Aide V, Section Head, Division Chief
3. Submit the Approved VRF to GSS	Receive and review the form for completeness, required signatures, and requested transportation service schedule.	None	5 minutes	End-user, Administrative Aide V, Administrative Aide VI, Administrative Officer V, GSS



4. Prepare/Process the LTO/SO if required based on the nature of the requested trip.	If a vehicle and driver are available, seek GSS Head approval and process the request for scheduling. If the trip requires an LTO or SO, GSS will notify the client to process it accordingly.	None	2 days	End-user, Administrative Aide V, Administrative Aide VI, Administrative Officer V, GSS
5. Verify transportation service details in the Online Schedule of Approved Vehicle Official Trips or inquire with GSS for further information.	Record the approved request in the Vehicle Requests Monitoring Database and update the Online Schedule of Approved Vehicle Official Trips. Provide the client with the requested transportation service details.	None	5 minutes	Administrative Aide V, Administrative Aide VI, GSS
6. Submit Approved LTO/SO to GSS (if required)	Receive the approved LTO/SO from the client (if required) before dispatching the assigned vehicle and driver. Issue a (VTT) to the driver, which logs all trips of the day.	None	10 minutes	End-user, Administrative Aide III, Administrative Aide V, Administrative Aide VI, GSS
7. Proceed with the Scheduled Trip	Dispatch the assigned vehicle and driver based on the approved request. The driver follows the approved itinerary and provides transportation services as requested.	None	5 minutes	Administrative Aide III, Administrative Aide V, GSS
8. Return from the Trip & Submit (CCSSF)	Upon vehicle return, inspect and log the trip details, verify the trip ticket, and check for any reported issues, receive and record (CCSSF) for evaluation and improvement.	None	15 minutes	Administrative Aide III, Administrative Aide V, GSS
9. End of Process	Record the completed VRF and trip ticket in the database. Document fuel, RFID consumption, and any maintenance concerns.	None	15 minutes	Administrative Aide V, Administrative Aide VI, GSS
TOTAL		None	4 days, 1 hour	



10. Provision of Emergency/Urgent Transportation Services

GSS provides transportation for official PNRI activities, covering request submission, approval, vehicle dispatch, trip monitoring, and return inspection, subject to vehicle and driver availability for trips scheduled within two (2) government working days after booking request.

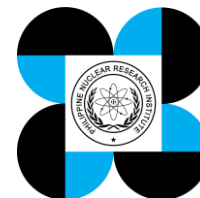
Office/Division:	General Services Section (GSS)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form - 1 – Vehicle Request Form (VRF) (1 original and 1 photocopy) FAD/GSS Form - 6 – Vehicle Trip Ticket (VTT) (1 original and 1 photocopy) Local Travel Order – (LTO) (1 original and 1 photocopy) Special Order – (SO) (1 original and 1 photocopy) Customer/Client Satisfaction Survey Form – (CCSSF)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a Transportation Booking from GSS or Check the Online Schedule of Approved Vehicle Official Trips	1. GSS provides transportation availability details and advises the requesting personnel on the next steps for scheduling.	None	5 minutes	End-user, Administrative Aide V
2. Submits an advance copy of the VRF. The scheduled trip may proceed if approved by the GSS Head. The approved VRF may be submitted post-trip ("to follow") within two (2) government working days after booking.	2. Receives an advance copy of the VRF, and If approved by the GSS Head, GSS schedules and dispatches the transportation service while allowing post-trip submission of approved VRF within two (2) government working days.	None	5 minutes	End-user, Administrative Aide V, Section Head, Division Chief



3. Prepare/Process and Submit the Approved LTO/SO (if required)	3. If the trip requires an LTO or SO, GSS will notify the requesting personnel to process and submit it before dispatching the assigned vehicle and driver.	None	2 days	End-user, Administrative Aide V, Administrative Aide VI, Administrative Officer V, GSS
4. Verify transportation service details in the Online Schedule of Approved Vehicle Official Trips or inquire with GSS for further information.	4. Record the approved request in the Vehicle Requests Monitoring Database and update the Online Schedule of Approved Vehicle Official Trips. Provide the client with the requested transportation service details.	None	5 minutes	Administrative Aide V, Administrative Aide VI, GSS
5. Proceed with the Scheduled Trip	5. Dispatch the assigned vehicle and driver based on the approved request. The driver follows the approved itinerary and provides transportation services as requested.	None	5 minutes	Administrative Aide III, Administrative Aide V, GSS
6. Submit the Approved VRF (Post-Trip) & CCSSF	6. Receive and review the VRF for completeness, required signatures, and requested transportation service details. Inspect and log the trip details, verify the trip ticket, and check for any reported issues. Receive and record the CCSSF for evaluation and improvement.	None	15 minutes	End-user, Administrative Aide III, Administrative Aide V, Administrative Aide VI, GSS
7. End of Process	7. Record the completed VRF and trip ticket in the database. Document fuel, RFID consumption, and any maintenance concerns.	None	15 minutes	Administrative Aide V, Administrative Aide VI, GSS
TOTAL		None	2 days & 50 minutes	



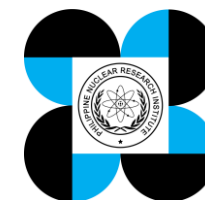
11. Issuance of Transportation Unavailability Certificate (TUC)

GSS issues a Transportation Unavailability Certificate (TUC) to confirm the unavailability of a vehicle or driver for official PNRI activities, subject to verification and approval.

Office/Division:	General Services Section (GSS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form – 2 Transportation Unavailability Certificate (TUC) (1 copy)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a Transportation Booking from GSS or Check the Online Schedule of Approved Vehicle Official Trips	1. GSS checks availability and informs the requesting personnel if no vehicle or driver is available.	None	5 minutes	End-user, Administrative Aide V
2. Acknowledge Notification of Unavailability and Decide on Next Steps	2. GSS formally notifies the requesting personnel about the unavailability of transport and the process for obtaining a TUC.	None	10 minutes	Administrative Aide V, Administrative Aide VI, GSS
3. Submit an Approved VRF to GSS to Receive a Transport Unavailability Certificate (TUC).	3. GSS prepares the TUC for approval by the GSS Head and issues it to the requesting personnel.	None	5 minutes	End-user, Administrative Aide V, Administrative Aide VI, Administrative Officer V, GSS
4. Request Alternative Transport Options (if applicable).	4. GSS records the TUC issuance in the database for monitoring transport service shortages and, if possible, provides guidance on alternative transportation arrangements (e.g., external vehicle rental, rescheduling, or other options).	None	10 minutes	Administrative Aide V, Administrative Aide VI, GSS
TOTAL		None	30 minutes	



12. Provision of General Maintenance Services (Major Scope)

Provision of general maintenance services, including carpentry, electrical and telephone works, plumbing, and print material reproduction, upon receipt of request forms.

Office/Division:	General Services Section (GSS)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form - 4 – GSS Job Order Request Form (1 original and 1 photocopy) Customer/Client Satisfaction Survey Form – (CCSSF)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult GSS for the job order request availability.	1. Provide details on service availability and advise on the next steps for request processing.	None	5 minutes	End-user, GSS Personnel
2. Prepare the GSS Job Order Request Form (FAD/GSS Form 4), secure the required signatures, and submit it to GSS for encoding.	2. Receive the submitted request form, review for completeness and required signatures, then encode it into the GSS Job Order Request Database and assign a Job Order No.	None	5 minutes	End-user, Administrative Aide VI, Foreman
3. Await Foreman's Initial and GSS Head Approval.	3. The Foreman initials the job order request form after verifying details, then endorses it to the GSS Head for final approval. If all necessary requirements are met, the job is approved for execution; otherwise, the request is placed on hold until requirements are completed.	None	10 minutes	Foreman, GSS Head
4. Receive Confirmation of Approval.	4. The assigned service provider receives the approved job order, reviews the scope, and identifies necessary requirements before	None	10 minutes	Assigned Service Provider (Administrative Aide IV, V, VI)



	starting. The requesting personnel are informed of any required provisions.			
5. Provide Any Required Materials, Documents, or Assistance.	5. Verify that all necessary requirements are met before proceeding with the job.	None	10 minutes	End-user, Foreman, Administrative Aide VI
6. Monitor Job Execution Progress.	6. Perform the required work according to the job order request.	None	15 days	Assigned Service Provider
7. Review and Accept Completed Work & Submit Accomplished GSS Job Order Request Form.	7. Inspect and evaluate the completed work to ensure it meets standards. Address any discrepancies before final approval.	None	10 minutes	Foreman, Administrative Aide VI
8. Submit Customer/Client Satisfaction Survey Form (CCSSF).	8. Receive the CCSSF, update the Job Order status in the database, and record feedback for service evaluation and improvement.	None	10 minutes	GSS Personnel, Administrative Staff
TOTAL		None	15 days and 1 hour	

13. Provision of General Maintenance Services (Minor Scope)

Provision of general maintenance services, including carpentry, electrical and telephone works, plumbing, and print material reproduction, upon receipt of request forms.

Office/Division:	General Services Section (GSS)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form - 4 – GSS Job Order Request Form (1 original and 1 photocopy) Customer/Client Satisfaction Survey Form – (CCSSF)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Consult GSS for the job order request availability.	1. Provide details on service availability and advise on the next steps for request processing.	None	5 minutes	End-user, GSS Personnel
2. Prepare the GSS Job Order Request Form (FAD/GSS Form 4), secure the required signatures, and submit it to GSS for encoding.	2. Receive the submitted request form, review for completeness and required signatures, then encode it into the GSS Job Order Request Database and assign a Job Order No.	None	5 minutes	End-user, Administrative Aide VI, Foreman
3. Await Foreman's Initial and GSS Head Approval.	3. The Foreman initials the job order request form after verifying details, then endorses it to the GSS Head for final approval. If all necessary requirements are met, the job is approved for execution; otherwise, the request is placed on hold until requirements are completed.	None	10 minutes	Foreman, GSS Head
4. Receive Confirmation of Approval.	4. The assigned service provider receives the approved job order, reviews the scope, and identifies necessary requirements before starting. The requesting personnel are informed of any required provisions.	None	10 minutes	Assigned Service Provider (Administrative Aide IV, V, VI)
5. Provide Any Required Materials, Documents, or Assistance.	5. Verify that all necessary requirements are met before proceeding with the job.	None	10 minutes	End-user, Foreman, Administrative Aide VI
6. Monitor Job Execution Progress.	6. Perform the required work according to the job order request.	None	5 days	Assigned Service Provider
7. Review and Accept Completed Work & Submit Accomplished GSS Job Order Request Form.	7. Inspect and evaluate the completed work to ensure it meets standards. Address any discrepancies before final approval.	None	10 minutes	Foreman, Administrative Aide VI
8. Submit Customer/Client Satisfaction Survey Form (CCSSF).	8. Receive the CCSSF, update the Job Order status in the database, and record feedback for service evaluation and improvement.	None	10 minutes	GSS Personnel, Administrative Staff
TOTAL		None	5 days and 1 hour	



14. Request to Work during Weekends and Holidays (Contractors)

Contractors must submit a letter request addressed to the Director, PNRI thru channel indicating therein any valid reason for work during weekends and holidays. Said document shall be processed by the GSS Staff in-charge, for approval of duly authorized signatories.

Office/Division:	General Services Section (GSS)
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	PNRI Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FAD/GSS Form No. 5 - Request to Work During Weekends and Holidays (in triplicate copies – 1 original, 2 duplicates)	GSS Office, FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to the PNRI Director through proper channel.	1. Receive letter through Records and route to the Director. GSS verifies the request, lists personnel involved for monitoring, coordinates with contractor's workers, prepares required documents, and routes for signature of Division Chiefs.	None	3 days	Administrative Aide VI, Construction Foreman, GSS
2. Fill out FAD/GSS Form No. 5 and forward to GSS.	2. Review the accomplished Form No. 5 and route to Engineering Section for personnel assignment	None	30 minutes	Construction Foreman, Administrative Officer V,



	and signature of authorized officials.			Chief Administrative Officer, GSS
3. Receive approved request and a copy of the filled-out form.	3. Release approved request. One copy is received by the contractor and one retained by GSS for monitoring.	None	30 minutes	Science Aide, Construction Foreman, GSS
TOTAL		None	3 days, 1 hour	



14. IT Helpdesk Request

Providing IT related helpdesk.

Office/Division:	Management Information System Section (MISS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IT Helpdesk request form (1 copy)	PNRI Infosys

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online request by completing the form at https://admin.services.pnri.dost.gov.ph/helpdesk	1. Assess the request 1.1 Accept the request if MIS related concern 1.2 Reject the request if not MIS related concern	None	3 days (depends on the complexity and volume of the requests)	MISS staff
2. Wait for the assessment of the request	2. Perform the request	None	3 days after acceptance of request	MISS staff
3. Rate the completed request	None	None	5 Minutes	Client
TOTAL		None	6 days, 5 minutes	



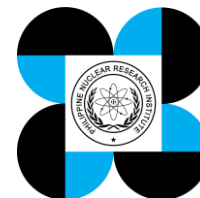
18. Request for Electrical, Electronics, Mechanical/Electromechanical and Civil Works

Requesting personnel must fill out the Job Order form for electrical, electronics, mechanical/electromechanical, and civil work services with complete signature of Division Chief concerned before submission to the Engineering Services Section for processing and approval for Chief, NSD.

Office/Division:	Engineering Services Section (ESS)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	All PNRI Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NSD-ESS-01 Rev.4 (ESS Job Order Form), 3 Copies	ESS Office, NSD

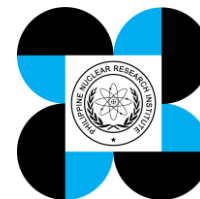
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Job Order request	1.1 Receive and check the job order request form then forward it to the Section Head for approval.	None	10 Minutes	Engineering Services Section
	1.2 Review and assignment of work to be implemented (Electrical, Electronics, Mechanical/Electromechanical, or Civil)			
2. None	2.1 Completion of job order request on the agreed due date (Electrical Works) **may be adjusted considering queuing	None	Refer to table 8	Electrical Group Engineering Services Section
	2.2 Completion of job order request on the agreed due date (Electronic Works) **may be adjusted considering queuing			Electronics Group Engineering Services Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Completion of job order request on the agreed due date (Electromechanical/Mechanical Works) **may be adjusted considering queuing			Mshop Group Engineering Services Section
	2.4 Completion of job order request on the agreed due date (Civil Works) **may be adjusted considering queuing			Civil Group Engineering Services Section
3. Acceptance of Completed Work	3. Released instrument/Equipment/documents to the requesting personnel and provide a customer satisfaction form.	None	10 Minutes	Engineering Services Section
TOTAL		None	20 Minutes (plus processing time according to table 8)	

Table 8. Processing Time for Implementation of Engineering Services

Engineering Services	Processing Time		
	Simple	Complex	Highly Technical
Electrical Works			
Diagnose/Troubleshoot/Repair	3 days	5 days	10 days
Actual Layout/Installation/Assembly	3 days	5 days	10 days
Preparation of Infrastructure Documents	5 days	10 days	20 days
Electronics Works			
Diagnose/Troubleshoot/Repair	3 days	5 days	10 days
3D Modelling/Printing	3 days	10 days	20 days
Sound System/Installation/Assembly	3 days	10 days	20 days
Preparation of Infrastructure Documents	5 days	10 days	20 days
Electromechanical/Mechanical Works			



Diagnose/Troubleshoot/Repair	3 days	5 days	10 days
Welding/Machining/Fabrication	3 days	5 days	10 days
Preparation of Infrastructure Documents	5 days	10 days	20 days
Civil Works			
Preparation of Infrastructure Documents	90 days	120 days	240 days



Feedback and Complaint Mechanism

How to send feedback	<ul style="list-style-type: none"> ☞ Accomplish the Customer Feedback Form (CF-01) and submit to the office or laboratory where the service was rendered. ☞ Send written feedback through e-mail to feedback@pnri.dost.gov.ph. ☞ Call up telephone number (02) 8929-60-11 to 19 local 271
How feedbacks are processed	<ul style="list-style-type: none"> ▪ Receives the Feedback Form filled-out by the customer ▪ Discuss customer's feedback with the concerned section ▪ The Division Chief, approves action to be taken and discusses customer's suggestion and comments in the management meeting for further action.
How to file a complaint	<ul style="list-style-type: none"> ☞ Accomplish the Customer Feedback Form (CF-01) and submit to the office or laboratory where the services were rendered. ☞ Send written feedback through e-mail to feedback@pnri.dost.gov.ph ☞ Call up telephone number (02) 8929-60-11 to 19 local 271
How complaints are processed	<ul style="list-style-type: none"> ▪ The Concerned Division Chief will discuss the customer's complaint with concerned section and approves the action to be taken ▪ Concerned section will take appropriate correction/corrective action. Refer to PM-PNRI-10-01 Corrective Action ▪ Inform the customer and send feedback through written communication
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC : 8888 CCB : 0908-881-6565 (SMS)</p>



List of Offices

Office	Address	Contact Information
Office of the Deputy Director	Office of the Deputy Director	+63 2 8929-6011 loc. 222 vsamson@pnri.dost.gov.ph
Chief, Finance and Administrative Division	DOST-PNRI, Commonwealth Avenue, Diliman, Quezon City 1101	+632 2 8929-6011 loc. 223 fad@pnri.dost.gov.ph
Chief, Atomic Research Division	DOST-PNRI, Commonwealth Avenue, Diliman, Quezon City 1101	+63 2 8929-6011 loc. 228 +63 2 8920-8765 gbobra@pnri.dost.gov.ph
Chief, Nuclear Regulatory Division	DOST-PNRI, Commonwealth Avenue, Diliman, Quezon City 1101	+63 2 8929-6011 loc. 244 +63 2 8920-8796 cgnohay@pnri.dost.gov.ph
Chief, Nuclear Services Division	DOST-PNRI, Commonwealth Avenue, Diliman, Quezon City 1101	+63 2 8929-6011 loc. 229 +63 2 8920-8784 pcbpabroa@pnri.dost.gov.ph
Chief, Technology Diffusion Division	DOST-PNRI, Commonwealth Avenue, Diliman, Quezon City 1101	+63 2 8929-6011 loc. 255 aelconjares@pnri.dost.gov.ph