

# CITY ENGINEER'S OFFICE

Seminary Road, Brgy. Del Carmen, Iligan City, 9200

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**Frontline service** : **LABORATORY TESTING BY ADMINISTRATION/CONTRACT**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who may Avail of the Service** : Administration (Executive/Legislative) and Contractor

**What are the Requirements** : O.R. for payment for specified fee

**Duration** : 24 mins.

## How to Avail of the Service :

STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEEES	FORM/S
1	Fill out payslip form	Receive filled-out payslip form for specified samples. Cylinder (CCT), Hollow blocks (CHB), Flexural Beam (FB)	1 min.	Cashier from City Treasurer's Office (CTO)	Cylinder-43.95 Hollow Blocks – 73.25 Flexural Beam – 73.25	Payslip Form
2	Fill out laboratory form	Record O.R. and instruct client to fill-out the laboratory form.	5 mins.	Laboratory Aide II, Laboratory Technician II		Laboratory Form
		Conduct laboratory testing	5 mins.	Laboratory Aide II, Laboratory Technician II		
	Receive copy of Laboratory Test Results	Completed final result	10 mins.	Laboratory Aide II, QCD Head		
		Records and release of laboratory result	3 mins.	Laboratory Aide II		
<b>END OF TRANSACTION</b>						