

APPLICATION FOR LABORATORY ANALYSIS

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Submits samples and fill-up Laboratory Request Form (LRF)	Provides Laboratory Request Form and receives samples that conform to NMIS requirements. Assign LD Control No. to completed LRF, record in logbook, fill-up last section of LRF (see Maximum Duration of Process for Date of Availability of Result) and make 3 copies	LD/LS Personnel	Central Office / Reg. Office
2	Receives SOA and order of payment	Issues a Statement of Account (SOA) and order of payment	LD/LS Personnel	Central Office / Reg. Office
3	Pays laboratory fee	Issues Official Receipt	Cashier/ Special Collecting Officer (SCO)	Central Office / Reg. Office
4	Receives and presents OR to the LD/LS Personnel. For pick-up of Laboratory Report, claim on the Date of Availability of Result indicated on the LRF.	Photocopies OR, writes OR# at LRF. Returns OR with 1 copy of LRF. Forwards to respective laboratory section to conduct analysis to requested laboratory tests and prepare Laboratory Report. Forwards sealed and labeled Laboratory Report to Records Section/Unit or designated Admin for RTOCs	LD/LS Personnel	Central Office / Reg. Office
End of transaction				