

Institute of Environmental Science & Meteorology (CS-IESM)

1. Internship/Science Immersion Program (SIP)

Request of Senior High School, State Colleges and/or Universities with Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the University of the Philippines for Internship/Science Immersion Program (SIP)

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | |
| Category: | External Service | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C (Government to Citizen), G2G (Government to Government) | |
| Who may avail: | Educational Institutions | |
| Operating Hours: | 8:00 AM - 5:00 PM | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| For Standard Requirement | | |
| 1. Letter request addressed to the Institute Director to accommodate students for SIP with complete details: (1) Original Copy Or (1) Electronic Copy | | Applicant / Client |
| Sub Requirement | | |
| 1.A. Letter request with attached documents | | |
| 1.A.1. List of students (1) Original Copy | | Applicant / Client |
| 1.A.2. 1x1 photo for I.D. (1) Original Copy | | Applicant / Client |
| 1.A.3. Schedule of internship/SIP activities (1) Original Copy | | Applicant / Client |
| 2. Copy of Memorandum of Agreement/ Understanding (MOA/MOU) with the University of the Philippines Diliman signed by the UPD Chancellor (1) Photo Copy | | Applicant / Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
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| Submission of letter request (Onsite) 1.A.Submitted physically or hard copy Location: Institute of Environmental Science & Meteorology, Administrative Office Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | 1.A.1. Receive letter of request with complete requirements | None | 5 minute/s | <ul style="list-style-type: none"> Research & Extension Staff, Administrative Aide VI, Administrative Officer IV;; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.2. Forward to Deputy Director for Academic Affairs coordination with the IESM faculty members that will accommodate the students | | 3 working day/s | <ul style="list-style-type: none"> Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.3. Deputy Director for Academic Affairs discuss with the requesting party | | 1 working day/s | <ul style="list-style-type: none"> Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| Submission of letter request (Online) 1.B.Submitted through email Location: acads@iesm.upd.edu.ph research_extension@iesm.upd.edu.ph admin@iesm.upd.edu.ph | 1.B.1. Receive letter of request with complete requirements | None | 5 minute/s | <ul style="list-style-type: none"> Research & Extension Staff, Administrative Aide VI, Administrative Officer IV; Institute of Environmental Science & |

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| Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | | | | Meteorology (CS-IESM) |
| | 1.B.2. Forward to Deputy Director for Academic Affairs coordination with the IESM faculty members that will accommodate the students | | 3 working day/s | <ul style="list-style-type: none">Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.3. Deputy Director for Academic Affairs discuss with the requesting party | | 1 working day/s | <ul style="list-style-type: none">Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| 2. Wait for confirmation of schedule and laboratory assignment Location: IESM Administrative Office or via email | 2. Release schedule of internship to requesting party | None | 1 hour/s | <ul style="list-style-type: none">Administrative Assistant ; Institute of Environmental Science & Meteorology (CS-IESM) |
| 3. Confirm to proceed with the SIP Location: IESM Administrative Office or via email | 3. Confirm schedules to assigned laboratory | None | 1 working day/s | <ul style="list-style-type: none">Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| Total Processing Time: | | | | |
| *For Submission of letter request (Onsite) | | Working Days: 5 working day/s, 1 hour/s, 5 minute/s | | |
| *For Submission of letter request (Online) | | Working Days: 5 working day/s, 1 hour/s, 5 minute/s | | |
| Total Processing Fee: | | | | |
| *For Submission of letter request (Onsite) | | Total Standard Fee: None | | |

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| *For Submission of letter request (Online) | Total Standard Fee: None |
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2. Request for Laboratory Tour

Request of other Schools/Colleges/Universities for Laboratory tour

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C (Government to Citizen) | | | |
| Who may avail: | Educational Institutions, Government and Private Agencies | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| For Standard Requirement | | | | |
| <div>1. Letter of request</div> <div>(1) Original Copy And (1) Electronic Copy</div> <div>Applicant / Client</div> <div>Remarks:</div> <div>with complete details such as guests, target date, and other details of the study/laboratory tour</div> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Submission of letter request (Onsite) 1.A.Submitted physically or hard copy Location: Institute of Environmental Science & Meteorology, Administrative Office Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | 1.A.1. Receive letter of request with complete details | None | 5 minute/s | <ul style="list-style-type: none">Administrative Assistant, Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |

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| | 1.A.2. Evaluate request for approval of the Director | | 30 minute/s | <ul style="list-style-type: none"> Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.3. Forward to Director for instructions and approval | | 30 minute/s | <ul style="list-style-type: none"> Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.4. Forward instructions and approval to all concerned laboratories for scheduling of visit | | 1 working day/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>Letter request</p> <p>1.B.Submission of letter request (Online)</p> <p>Location:</p> <p>research_extension@iesm.upd.edu.ph</p> <p>Notes/Instruction:</p> <p><i>Submit letter of request addressed to Institute Director with complete details and requirements</i></p> | 1.B.1. Receive letter of request with complete details | None | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant, Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.2. Evaluate request for approval of the Director | | 30 minute/s | <ul style="list-style-type: none"> Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.3. Forward to Director for instructions and approval | | 30 minute/s | <ul style="list-style-type: none"> Administrative Officer IV; Institute of Environmental Science & |

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| | | | | Meteorology (CS-IESM) |
| | 1.B.4. Forward instructions and approval to all concerned laboratories for scheduling of visit | | 1 working day/s | <ul style="list-style-type: none">Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| 2. Wait for approval and schedule of visit/tour Location: On-site: IESM Administrative Office Online: admin@iesm.upd.edu.ph | 2.1. Communicate the approval and schedule of visit/tour | None | 1 working day/s | <ul style="list-style-type: none">Laboratory Coordinator and Research Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 2.2. Issuance of approval of request | | 5 minute/s | <ul style="list-style-type: none">Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| 3. Client receives approval or disapproval of request Location: IESM Administrative Office or via email | 3. Email the concerned party the approval or disapproval of request | None | 5 minute/s | <ul style="list-style-type: none">Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| Total Processing Time: | | | | |
| *For Submission of letter request (Onsite) | | Working Days: 2 working day/s, 1 hour/s, 15 minute/s | | |
| *For Letter request | | Working Days: 2 working day/s, 1 hour/s, 15 minute/s | | |
| Total Processing Fee: | | | | |
| *For Submission of letter request (Onsite) | | Total Standard Fee: None | | |
| *For Letter request | | Total Standard Fee: None | | |



3. Reservation for use of facility and/or equipment

Request of IESM students to use facilities and/or equipment.

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C (Government to Citizen) | | | |
| Who may avail: | UP Offices and organizations, Government and Private Agencies | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <div>For Standard Requirement</div> <div> 1. Letter request (1) Original Copy Or (1) Electronic Copy Applicant / Client </div> <div> Remarks: with complete details such as specific equipment/facility to be used, date and time of use </div> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Letter request endorsed by Thesis/Program Adviser 1.A.Submitted physically or hard copy Location: IESM Administrative Office Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | 1.A. Receive request letter | None | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| Letter request endorsed by Thesis/Program Adviser 1.B.Submitted through email Location: acads@iesm.upd.edu.ph | 1.B. Receive request letter | None | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & |

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| Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | | | | Meteorology (CS-IESM) |
| 2. Wait for approval Location: On-site: IESM Administrative Office Online: admin@iesm.upd.edu.ph | 2.1. Assess the purpose of request for approval | None | 1 working day/s | <ul style="list-style-type: none">Administrative Officer IV or Head of Unit; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 2.2. Issuance of approval of request | | 5 minute/s | <ul style="list-style-type: none">Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| 3. Client receives approval or disapproval of request Location: IESM Administrative Office or via email | 3. Email the concerned party the approval or disapproval of request | None | 5 minute/s | <ul style="list-style-type: none">Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| Total Processing Time: | | | | |
| *For Letter request endorsed by Thesis/Program Adviser | | Working Days: 1 working day/s, 15 minute/s | | |
| *For Letter request endorsed by Thesis/Program Adviser | | Working Days: 1 working day/s, 15 minute/s | | |
| Total Processing Fee: | | | | |
| *For Letter request endorsed by Thesis/Program Adviser | | Total Standard Fee: None | | |
| *For Letter request endorsed by Thesis/Program Adviser | | Total Standard Fee: None | | |

4. Conduct of Seminar/Workshop/Training on Environmental Science and/or Meteorology

Request of clients to conduct Seminar/Workshop/Training on Environmental Science and/or Meteorology.

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government) | | | |
| Who may avail: | Educational Institutions, Government and Private Agencies | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| For Standard Requirement | | | | |
| <div>1. Letter request</div> <div>(1) Original Copy Or (1) Electronic Copy</div> <div>Applicant / Client</div> <div>Remarks:</div> <div>with complete details such as subject/topic, number of participants and target date</div> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEs TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Letter request (Onsite) 1.A.Submitted physically or hard copy Location: Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | 1.A.1. Receive letter of request with complete requirements | None | 5 minute/s | <ul style="list-style-type: none">Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.2. Forward to Deputy Director for Research & Extension for coordination with the IESM faculty members depending on topic requested | | 3 working day/s | <ul style="list-style-type: none">Deputy Director for Research & Extension; Institute of Environmental Science & |

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| | | | | Meteorology (CS-IESM) |
| <p>Letter request (Online) 1.B.Submitted through email Location: research_extension@iesm.upd.edu.ph</p> <p>Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i></p> | 1.B.1. Receive letter of request with complete requirements | None | 5 minute/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.2. Forward to Deputy Director Forward to Deputy Director | | 3 working day/s | <ul style="list-style-type: none"> Deputy Director for Research & Extension; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>2. Wait for approval Location: Online</p> | 2.1. Deputy Director for Research & Extension discusses with the Requesting party and faculty involved, for schedule, Terms of Reference, etc. | None | 20 working day/s | <ul style="list-style-type: none"> Deputy Director for Research & Extension; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 2.2. Issuance of approved request | | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>3. Client receives approval or disapproval of request Location: Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila</p> | 3. Email the concerned party the approval or disapproval of request | None | 15 minute/s | <ul style="list-style-type: none"> Deputy Director for Research and Extension; Institute of Environmental Science & |

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| Online: research_extension@iesm.upd.edu.ph | | | | Meteorology (CS-IESM) |
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| Total Processing Time: | | | | |
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| *For Letter request (Onsite) | Working Days: 23 working day/s, 25 minute/s |
| *For Letter request (Online) | Working Days: 23 working day/s, 25 minute/s |

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| Total Processing Fee: | |
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| *For Letter request (Onsite) | Total Standard Fee: None |
| *For Letter request (Online) | Total Standard Fee: None |

5. Request for a schedule of an examination (i.e. comprehensive, candidacy, thesis, dissertation)

Request of IESM students for a schedule of examination and creation of examination committee

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C (Government to Citizen) | | | |
| Who may avail: | IESM students | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| For Standard Requirement | | | | |
| <div>1. Letter request</div> <div>(1) Original Copy Or (1) Electronic Copy</div> <div>Applicant / Client</div> <div>Remarks:</div> <div>Indicate the purpose, suggested schedule and examiners and endorsed by program adviser</div> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEs TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Letter request (Onsite) 1.A.Submitted physically or hard copy Location: Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila Notes/Instruction: <i>Submit letter of request addressed to Institute Director with complete details and requirements</i> | 1.A.1. Receive letter of request with complete details | None | 5 minute/s | <ul style="list-style-type: none">Administrative Aide VI; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.2. Evaluate request for referendum of the IESM Graduate Committee | | 30 minute/s | <ul style="list-style-type: none">Administrative Aide VI; Institute of Environmental Science & Meteorology (CS-IESM) |

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| | 1.A.3. Forward to IESM Graduate Committee to discuss and assign expert examination committee | | 20 working day/s | <ul style="list-style-type: none"> • IESM Graduate Committee; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.4. Forward to Deputy Director for Academic Affairs for endorsement | | 10 minute/s | <ul style="list-style-type: none"> • Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.5. Forward to Director for approval of request | | 10 minute/s | <ul style="list-style-type: none"> • Director; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>Letter request (Online)</p> <p>1.B.Submitted through email</p> <p>Location:</p> <p>acads@iesm.upd.edu.ph</p> | 1.B.1. Receive letter of request with complete details | None | 5 minute/s | <ul style="list-style-type: none"> • Administrative Aide VI; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.2. Evaluate request for referendum of the IESM Graduate Committee | | 30 minute/s | <ul style="list-style-type: none"> • Administrative Aide VI; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.3. Forward to IESM Graduate Committee to discuss and assign expert examination committee | | 20 working day/s | <ul style="list-style-type: none"> • IESM Graduate Committee; Institute of Environmental Science & |

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| | | | | Meteorology (CS-IESM) |
| | 1.B.4. Forward to Deputy Director for Academic Affairs for endorsement | | 10 minute/s | <ul style="list-style-type: none">Deputy Director for Academic Affairs; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.5. Forward to Director for approval of request | | 10 minute/s | <ul style="list-style-type: none">Director; Institute of Environmental Science & Meteorology (CS-IESM) |
| 2. Client receives Director's action Location: IESM Administrative Office or via email | 2. Issuance of the Director's action | None | 5 minute/s | <ul style="list-style-type: none">Administrative Aide VI; Institute of Environmental Science & Meteorology (CS-IESM) |
| Total Processing Time: | | | | |
| *For Letter request (Onsite) | | Working Days: 20 working day/s, 1 hour/s | | |
| *For Letter request (Online) | | Working Days: 20 working day/s, 1 hour/s | | |
| Total Processing Fee: | | | | |
| *For Letter request (Onsite) | | Total Standard Fee: None | | |
| *For Letter request (Online) | | Total Standard Fee: None | | |

6. International Publication Award (IPA)

Request of IESM students for endorsement of application for International Publication Award (IPA)

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C (Government to Citizen) | | | |
| Who may avail: | IESM students | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <div>For Standard Requirement</div> <p>1. Journal Article: IPA Form 4.1, 4.2 and 4.3. (1) Original Copy Applicant / Client</p> <p>Remarks:</p> <p>Please download and accomplish OVPA Form 4.1, 4.2 and 4.3</p> <p>Journal Article: IPA Form 1, 4.2 and 4.3. Secure copy of the article, Proof of Affiliation, Editorial Board page</p> <p>Book Chapter: IPA Form 4 and Copy of Book/Book chapter, Book cover, copyright page, preface, table of contents, list of contributions, proof of peer review process.</p> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Letter request (Onsite) 1.A.Submitted physically or hard copy with filled-out forms and attachments Location: Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila | 1.A.1. Acknowledge receipt of submitted forms with complete details | None | 5 minute/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.2. Check and assess all documents submitted | | 1 working day/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of |

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| | | | | Environment al Science & Meteorology (CS-IESM) |
| | 1.A.3. Forward the forms to the Director for signature | | 1 working day/s | <ul style="list-style-type: none"> Research & Extension Staff and Director; Institute of Environment al Science & Meteorology (CS-IESM) |
| | 1.A.4. Submit the signed forms to OVCRD's google form for endorsement | | 10 minute/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of Environment al Science & Meteorology (CS-IESM) |
| <p>Letter request (Online)</p> <p>1.B.Submitted through email with filled-out forms and attachments</p> <p>Location:</p> <p>research_extension@iesm.upd.edu.ph</p> | 1.B.1. Acknowledge receipt of submitted forms with complete details | None | 5 minute/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of Environment al Science & Meteorology (CS-IESM) |
| | 1.B.2. Check and assess all documents submitted | | 1 working day/s | <ul style="list-style-type: none"> Research & Extension Staff; Institute of Environment al Science & Meteorology (CS-IESM) |
| | 1.B.3. Forward the forms to the Director for signature | | 1 working day/s | <ul style="list-style-type: none"> Research & Extension Staff and Director; Institute of Environment al Science & |

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| | | | | Meteorology (CS-IESM) |
| | 1.B.4. Submit the signed forms to OVCRD's google form for endorsement | | 10 minute/s | <ul style="list-style-type: none">Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| 2. Wait for IPA forms endorsed by the OVCRD Location: IESM Administrative Office or via email | 2.1. For OVCRD's endorsement | None | 7 working day/s | <ul style="list-style-type: none">OVCRD staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 2.2. Release of IPA application endorsed by OVCRD | | 5 minute/s | <ul style="list-style-type: none">Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| 3. Client/s receive IPA forms Location: IESM Administrative Office or via email | 3. Process the IPA forms | None | 5 minute/s | <ul style="list-style-type: none">Research & Extension Staff; Institute of Environmental Science & Meteorology (CS-IESM) |
| Total Processing Time: | | | | |
| *For Letter request (Onsite) | | Working Days: 9 working day/s, 25 minute/s | | |
| *For Letter request (Online) | | Working Days: 9 working day/s, 25 minute/s | | |
| Total Processing Fee: | | | | |
| *For Letter request (Onsite) | | Total Standard Fee: None | | |
| *For Letter request (Online) | | Total Standard Fee: None | | |

7. Rental of facilities (Auditorium, Classroom, etc.)

Request of clients for use of IESM facilities.

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| Office or Division: | Institute of Environmental Science & Meteorology (CS-IESM) | | | |
| Category: | External Service | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C (Government to Citizen) | | | |
| Who may avail: | Educational Institutions, Government and Private Agencies | | | |
| Operating Hours: | 8:00 AM - 5:00 PM | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| For Standard Requirement | | | | |
| 1. Request letter (1) Original Copy Or (1) Electronic Copy Applicant / Client | | | | |
| 2. Reservation and Rental Form (1) Original Copy Or (1) Electronic Copy Applicant / Client Remarks: Link: http://tinyurl.com/IESM-reservation-form | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE (Designation; Office) |
| Letter request (Onsite) 1.A.Submitted physically or hard copy with accomplished reservation and rental form Location: Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila Notes/Instruction: <i>Endorsed and signed by Supervisor or Head of Unit</i> | 1.A.1. Received request letter and rental form with complete details | Formula Fees Breakdown: Table of Rates | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.A.2. Check and/or reserve facility if available | | 10 minute/s | <ul style="list-style-type: none"> Administrative Assistant and Administrative Officer IV; Institute of Environmental Science & |

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| | | | | Meteorology (CS-IESM) |
| <p>Letter Request (Online)</p> <p>1.B.Submitted through e-mail with accomplished reservation and rental form</p> <p>Location:</p> <p>Online: admin@iesm.upd.edu.ph</p> <p>Notes/Instruction:</p> <p><i>Endorsed and signed by Supervisor or Head of Unit</i></p> | 1.B.1. Receive request letter and rental form with complete details | <p>Formula Fees</p> <p>Breakdown: Table of Rates</p> | 5 minute/s | <ul style="list-style-type: none"> Administrative Assistant; Institute of Environmental Science & Meteorology (CS-IESM) |
| | 1.B.2. Check and/or reserve facility if available | | 10 minute/s | <ul style="list-style-type: none"> Administrative Assistant and Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>2. Client receives billing statement</p> <p>Location:</p> <p>Onsite: IESM Administrative Office, P. Velasquez Street, Diliman, Quezon City, 1101 Metro Manila</p> <p>Online: admin@iesm.upd.edu.ph</p> | 2. Advise the client that the payment should be made through the UPD Cash Office (end of process for the unit) | None | 15 minute/s | <ul style="list-style-type: none"> Administrative Officer IV; Institute of Environmental Science & Meteorology (CS-IESM) |
| <p>3. Process payment through Disbursement Voucher or Cash/Check</p> <p>Location:</p> <p>UP Diliman Cash Office PNB Building, P. Valenzuela Street corner Apacible Street</p> | 3. Process Payment and Provide Receipt | None | 15 minute/s | <ul style="list-style-type: none"> Cashier; Diliman Cash Office (DCO) |
| <p>4. Submit proof of payment (copy of disbursement voucher or Official Receipt)</p> <p>Location:</p> <p>Onsite: IESM Administrative Office, P. Velasquez Street,</p> | 4. Issuance of approval/confirmation of rental services | None | 10 minute/s | <ul style="list-style-type: none"> Administrative Assistant ; Institute of Environmental Science & |

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| Diliman, Quezon City, 1101 Metro Manila Online: admin@iesm.upd.edu.ph | | | | Meteorology (CS-IESM) |
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| Total Processing Time: |
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|-------------------------------------|---------------------------|
| *For Letter request (Onsite) | Working Days: 55 minute/s |
| *For Letter Request (Online) | Working Days: 55 minute/s |

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| Total Processing Fee: |
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| *For Letter request (Onsite) | Total Standard Fee: None See other fees below |
| *For Letter Request (Online) | Total Standard Fee: None See other fees below |

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| Formula / Schedule of Fees |
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Table of Rates

| Facilities/Equipment | Rate for Non-UP client |
|---|------------------------|
| Auditorium [1st three (3) hours] (1st flr, 75 pax, sound system & 2 LCD projectors included) | Php8,500.00 |
| --succeeding hour | Php2,000.00/hour |
| Classroom [1st three (3) hours] (1st flr, 30pax, air-conditioned, projector included) | Php5,000.00 |
| --succeeding hour | Php1,500.00/hour |
| Classroom [1st three (3) hours] (2nd flr, 10pax, air-conditioned, projector included) | Php4,000.00 |
| --succeeding hour | Php1,500.00/hour |
| 2nd floor Lounge (air-conditioned) [1st three (3) hours] | Php5,000.00 |

--succeeding hour

Php1,500.00/hour

Technical and Maintenance Staff Fee (if beyond office hours, max. 4 hrs)

Php500.00/staff

