



# **Institute of Environmental Science & Meteorology (IESM)**

## **External Services**



## 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).

|  |  |                        |                        |  |
|--|--|------------------------|------------------------|--|
| <b>Office or Division:</b>   | Institute of Environmental Science & Meteorology (IESM)  |                        |                        |  |
| <b>Classification:</b>   | Highly Technical   |                        |                        |  |
| <b>Type of Transaction:</b>  | Government to Citizen  |                        |                        |  |
| <b>Who may avail:</b>  | Educational Institutions   |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b> |                        |  |
| 1. Letter request addressed to the Institute Director to accommodate students for SIP with complete details: <ul style="list-style-type: none"> <li>1. List of Student</li> <li>2. 1x1 photo for I.D.</li> <li>3. Schedule of internship/SIP activities</li> </ul> |  | Requesting Party       |                        |  |
| 2. Copy of Memorandum of Agreement/ Understanding (MOA/MOU) with the University of the Philippines Diliman signed by the UPD Chancellor  |  | Requesting Party       |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                      |
| 1. Letter of request with complete details and requirements  | 1. Receive letter of request with complete requirements  | None                   | 5 Minutes              | <i>Receiving Personnel</i><br>IESM<br>Administrative Office    |
|  | 1.1. Forward letter of request and document requirements to the Director for instructions and approval |                        | 4 Hours                | <i>Administrative Officer</i><br>IESM<br>Administrative Office |



|  |  |  |                                   |  |
|--|--|--|-----------------------------------|--|
|  | 1.2. Forward to Deputy Director for Research & Extension for coordination with the IESM Faculty Members that will accommodate students |  | 3 Days                            | <i>Deputy Director for Academic Affairs</i><br>IESM<br>Administrative Office             |
|  | 1.3. Deputy Director for Research & Extension discuss with the Requesting Party  |  | 1 Day                             | <i>Deputy Director for Research &amp; Extension</i><br><br>IESM<br>Administrative Office |
| . Wait for confirmation of schedule and laboratoy assignment | 2. Release schedule of internship to Requesting Party  |  | 1 Hour                            | <i>Releasing personnel</i><br><br>IESM<br>Administrative Office                          |
| . Confirm to proceed with the SIP                            | 3. Confirm schedules to assigned laboratory  |  | 1 Day                             | <i>Deputy Director for Research &amp; Extension</i><br><br>IESM<br>Administrative Office |
|  | <b>OTAL:</b>   |  | <b>5 Days, 5 Hours, 5 Minutes</b> |  |

## 2. Request for Laboratory Tour

Request of other Schools/Colleges/Universities for Laboratory Tour

|                                  |   |                        |
|----------------------------------|---|------------------------|
| <b>Office or Division:</b>       | Institute of Environmental Science & Meteorology (IESM) |                        |
| <b>Classification:</b>           | Complex   |                        |
| <b>Type of Transaction:</b>      | Government to Citizen                                   |                        |
| <b>Who may avail:</b>            | Educational Institutions                                |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b> |
|                                  |   |                        |



| Letter of request with with complete details (number of guests, target date and other details of the Study/Lab Tour) |  | Requesting party |                           |   |
|--|--|------------------|---------------------------|---|
| CLIENT STEPS   | AGENCY ACTION  | FEEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE  |
| 1. Submit letter of request  | 1. Receive letter of request with complete details   | None             | 5 minutes                 | Receiving Personnel<br><br>IESM Administrative Office                         |
|  | 1.1. Evaluate request for approval of the Director   |                  | 30 Minutes                | Administrative Officer<br><br>IESM Administrative Office                      |
|  | 1.2. Forward to Director for instructions and approval                                       |                  | 1 Day                     | Administrative Officer<br><br>IESM Administrative Office                      |
|  | 1.3. Forward instructions and approval to all concerned laboratories for scheduling of visit |                  | 1 Day                     | Laboratory Coordinator and Research Assistant<br><br>IESM Laboratory assigned |
| 1. Wait for approval and schedule of visit/tour  | 2. Director communicate the approval and schedule of visit/tour                              |                  | 1 Day                     | Laboratory Coordinator and Research Assistant<br><br>IESM Laboratory assigned |
| <b>TOTAL:</b>  |  | <b>None</b>      | <b>3 Days, 35 Minutes</b> |   |

### 3. Reservation for use of facility and/or Equipment\*

Request of IESM students to use facilities and/or equipment

|                            |   |
|----------------------------|---|
| <b>Office or Division:</b> | Institute of Environmental Science & Meteorology (IESM) |
| <b>Classification:</b>     | Simple  |



|  |  |                        |                         |                            |
|--|--|------------------------|-------------------------|----------------------------|
| <b>Type of Transaction:</b>                                  | Government to Citizen                                      |                        |                         |                            |
| <b>Who may avail:</b>  | UP Offices, UP organizations and other Government Agencies |                        |                         |                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                             |  | <b>WHERE TO SECURE</b> |                         |                            |
| 1. Request Letter  |  | Requesting Party       |                         |                            |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>                                       | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit request letter, endorsed by Thesis/Program Adviser | 1. Received request letter                                 | None                   | 5 Minutes               | <i>Receiving Personnel</i> |
| 2. Wait for approval   | 2. Assess purpose of request for approval                  |                        | 1 Day                   | <i>Head of Unit</i>        |
|  | 3. Issuance of approval of request                         |                        | 5 Minutes               | <i>Releasing Personnel</i> |
|  | <b>TOTAL:</b>  | <b>None</b>            | <b>1 Day 10 Minutes</b> |                            |

**Type of Service:** Internal/External

#### 4. Rental of Facilities (Auditorium, Classroom, etc.)\*

Request of clients for use of IESM facilities

|  |  |                            |                        |                            |
|--|--|----------------------------|------------------------|----------------------------|
| <b>Office or Division:</b>   | Institute of Environmental Science & Meteorology (IESM)          |                            |                        |                            |
| <b>Classification:</b>   | Simple   |                            |                        |                            |
| <b>Type of Transaction:</b>  | Government to Government   |                            |                        |                            |
| <b>Who may avail:</b>  | UP Offices, UP organizations and other Government Agencies       |                            |                        |                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                       |  | <b>WHERE TO SECURE</b>     |                        |                            |
| 2. Request Letter  |  | Requesting Party           |                        |                            |
| 3. Reservation and Rental Form   |  | IESM Administrative Office |                        |                            |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>     | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit request letter with accomplished reservation and rental form | 1. Received request letter and rental form with complete details | (See Table of Rates below) | 5 Minutes              | <i>Receiving Personnel</i> |



|   |  |             |                         |                               |
|---|--|-------------|-------------------------|-------------------------------|
| 1.1 Endorsed and signed by Supervisor or Head of Unit                         |  |             |                         |                               |
|   | 2. Check and/or reserve facility, if available           |             | 10 Minutes              |                               |
| 2. Wait for billing statement   | 3. Prepare billing statement                             |             | 1 Day                   | <i>Administrative Officer</i> |
| 3. Process payment through Disbursement Voucher or Cash/Check                 | 4. Payment at Diliman Cash Office                        |             | Pause-Clock             |                               |
| 4. Submit proof of payment (copy of disbursement voucher or official receipt) | 5. Issuance of approval/ confirmation of rental services |             | 5 Minutes               | <i>Releasing Personnel</i>    |
| <b>TOTAL:</b>   |  | <b>None</b> | <b>1 Day 20 Minutes</b> |                               |

#### Table of Rates

| Facilities/Equipment  | Rate (UP client) | Rate (Non-UP client) |
|---|------------------|----------------------|
| Auditorium [1 <sup>st</sup> three (3) hours]<br>(sound system & 2 LCD projectors included)                  | PHP 6,500.00     | PHP 8,500.00         |
| --succeeding hour   | PHP 1,500.00/hr  | PHP 2,000.00/hr      |
| Classroom [1 <sup>st</sup> three (3) hours]<br>(1 <sup>st</sup> flr, 35pax, with projector, airconditioned) | PHP 3,000.00     | PHP 5,000.00         |
| --succeeding hour   | PHP 1,000.00/hr  | PHP 1,500.00/hr      |
| Classroom [1 <sup>st</sup> three (3) hours]<br>(2 <sup>nd</sup> flr, 20pax, with projector, airconditioned) | PHP 2,000.00     | PHP 4,000.00         |
| --succeeding hour   | PHP 1,000.00/hr  | PHP 1,500.00/hr      |
| Lobby [1 <sup>st</sup> three (3) hours]   | PHP 2,000.00     | PHP 5,000.00         |
| --succeeding hour   | PHP 1,000.00/hr  | PHP 1,500.00/hr      |
| 2 <sup>nd</sup> floor Lounge (airconditioned)<br>[1 <sup>st</sup> three (3) hours]                          | PHP 3,000.00     | PHP 5,000.00         |
| --succeeding hour   | PHP 1,000.00/hr  | PHP 1,500.00/hr      |
| Technical and Maintenance Staff Fee<br>(if beyond office hours, max. 4 hrs)                                 | PHP 500.00/staff | PHP 500.00/staff     |

\*Temporarily suspended due to quarantine. Resumption of these services will be posted on [www.iesm.sciemce.upd.edu.ph](http://www.iesm.sciemce.upd.edu.ph)