UNIVERSITY OF THE PHILIPPINES VISAYAS
College of Fisheries and Ocean Sciences
Institute of Fish Processing Technology

ANALYTICAL SERVICES PROCEDURE FOR SAMPLE SUBMISSION

CUSTOMER

OFFICE STAFF

Fills-out request form at the IFPT Office

Receives the request form & requests customer to pay the service fee
(5 minutes)

Pays service fee at the Cash Office

Submits sample along with the request form and the Official Receipt

Accepts and forwards the sample to concerned laboratory-in-charge
(15 minutes)

Advises the customer to replace the sample

Laboratory-in-charge evaluates the samples
(15 minutes)

Not acceptable

Acceptable

Waits for the result of the analysis

Laboratory-in Charge analyzes the sample and submits the results to the Office
(5 days)

Director signs the results
(25 minutes)

Receives the result

Office Staff Releases the results
(5 minutes)

Attachment:
List of Analytical Services & corresponding fees offered.

Total Processing Time: 5-6 days