

# Department of Mechanical Engineering (COE-DME)

## 1. Fabrication Services

The facility familiarizes the students to both conventional and modern manufacturing and machining processes, which will be useful in formulating engineering solutions to industry operations. This is also a venue for both students and researchers to build prototypes and test, evaluate and implement theoretical ideas and system designs

Office or Division:	Department of Mechanical Engineering (COE-DME)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, Government Agency, Outsiders/Industry			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
<div><div>1. Letter of Request</div><div>(1) Original Copy</div><div>Applicant / Client</div><div>Remarks:</div><div>A letter requesting the fabrication, the process, and the number of materials needed to fabricate items .</div></div>				
<div><div>2. Materials to be fabricated</div><div>(Sample: number of items to be used for fabrication pieces)</div><div>Applicant / Client</div><div>Remarks:</div><div>The number of items that are needed for fabrication</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Fill up the request form or give the letter of request and email to me.upd@up.edu.ph Location:</p> <p>Online via me.upd@up.edu.ph</p>	<p>1.1. Reviews the test request and discuss the terms and conditions</p>	None	30 minute/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering Or Faculty in Charge Mechanical Engineering; Department of Mechanical Engineering (COE-DME)</li> </ul>
	<p>1.2. . Evaluates the letter request/checks the availability of the facility</p>		1 working day/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering Or Faculty in Charge Mechanical Engineering; Department of Mechanical Engineering (COE-DME)</li> </ul>
	<p>1.3. . Inform the client of the availability of the facility and the staff that does the work</p>		1 working day/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering Or Faculty in Charge Mechanical Engineering; Department of Mechanical Engineering (COE-DME)</li> </ul>
<p>2. Gives the materials for service /fabrication Location:</p> <p>ME Shop and Fabrication Facility, Department of Mechanical Engineering Magsaysay Street cor. Rocas Avenue University of the Philippines Diliman Quezon City 1101</p>	<p>2. Does the fabrication/repair work required by the client</p>	None	20 working day/s	<ul style="list-style-type: none"> <li>Shop Staff ME Shop and Fabrication Facility; Any of requesting office / division</li> </ul>

3. Goes to Cashier's Office to pay for the service done Location:  Diliman Cash Office PNB bldg., Apacible Street, UP Campus	3.1. Finishes the fabrication/repair work	Possible Fees Breakdown: Fabrication Fee: PHP 25000	1 working day/s	<ul style="list-style-type: none"><li>Faculty in Charge Mechanical Engineering Or Shop Staff ME Shop and Fabrication Facility; Diliman Cash Office (DCO)</li></ul>
	3.2. Process payment and issue official receipt		15 minute/s	<ul style="list-style-type: none"><li>Cashier; Diliman Cash Office (DCO)</li></ul>
General Remarks  All Clients that request me shop fabrication must email : me.upd@up.edu.ph				
Total Processing Time:		Working Days: 23 working day/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None  See other fees below		
Possible Fees  Fabrication Fee : 25000				

## 2. Request for the use of the services of the Vehicle Research and Testing Laboratory

This facility was set up in line with the passage of the Biofuels Act, making one of center's primary functions is to conduct performance tests on alternative fuels. The laboratory can also assess available fuel-saving and emission-reducing products and devices. In addition to testing, the VRTL is also being used for undergraduate instruction and graduate research of the UP Department of Mechanical Engineering (DME)

<b>Office or Division:</b>	Department of Mechanical Engineering (COE-DME)			
<b>Category:</b>	External Service			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
<b>Who may avail:</b>	Students, Government Agencies & Business/Industry			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<div>For Standard Requirement</div> <div> <div>1. Letter of request (1) Original Copy</div> <div> <div>Agency - Division: Department of Mechanical Engineering - Vehicle Research and Testing Laboratory</div> <div>Remarks:</div> <div>Email the Website of UP Department of Mechanical Engineering at me.upd@up.edu.ph</div> </div> </div>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Fill up the request form or email the letter of request at me.upd@up.edu.ph Location: Department of Mechanical Engineering (Magsaysay Street cor. Roces Avenue University of the Philippines Diliman Quezon City 1101)	1.1. . Receives the letter request and discuss the requirements for the testReviews the test request and discuss the terms and conditions	None	1 working day/s	<ul style="list-style-type: none"> <li>Laboratory Head Mechanical Engineering Or Receiving Personnel Vehicle Research and Testing Laboratory; Department of Mechanical Engineering (COE-DME)</li> </ul>

	1.2. Approves the request and sets a date, and informs the client		30 minute/s	<ul style="list-style-type: none"> <li>Laboratory Head Mechanical Engineering Or Receiving Personnel Vehicle Research and Testing Laboratory; Department of Mechanical Engineering (COE-DME)</li> </ul>
	1.3. Inform the client of the availability of the facility and the staff that does the work		1 working day/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering Or Faculty in Charge Mechanical Engineering; Department of Mechanical Engineering (COE-DME)</li> </ul>
2. Bring Fuels or Vehicles for Testing Location:  Vehicle Research and Testing Laboratory ( Magsaysay Street cor. Roces Avenue University of the Philippines Diliman Quezon City 1101)	2.1. Begins the test	None	20 working day/s	<ul style="list-style-type: none"> <li>Test Personnel Vehicle Research and Testing Laboratory; Any of requesting office / division</li> </ul>
	2.2. Collation of Test Result		5 working day/s	<ul style="list-style-type: none"> <li>Laboratory Head Mechanical Engineering; Any of requesting office / division</li> </ul>

3. Goes to the Cashier Office to pay for the test done Location:  UP Diliman Cash Office (PNB Bldg, Diliman, Quezon City)	3.1. Test result given to client	<b>Possible Fees</b> Breakdown: Testing Fee: PHP 30000	1 working day/s	<ul style="list-style-type: none"><li>Laboratory Head Mechanical Engineering; Diliman Cash Office (DCO)</li></ul>
	3.2. Process payment and issue official receipt		15 minute/s	<ul style="list-style-type: none"><li>Cashier; Diliman Cash Office (DCO)</li></ul>
<b>Total Processing Time:</b>		Working Days: 28 working day/s, 45 minute/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None  See other fees below		
Possible Fees  <b>Testing Fee : 30000</b>				

### 3. Request for Educational Tour/Field Trip/Benchmarking

This activity showcase the Departments facilities and laboratories that will be useful for instruction, research, and mechanical engineering services to provide technical expertise to industry develop new knowledge and undertake progressive research and development that will contribute to the industrial development of the students and nation

<b>Office or Division:</b>	Department of Mechanical Engineering (COE-DME)			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)			
<b>Who may avail:</b>	Students, Business/Industry			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Standard Requirement				
1. Letter of request for Educational Tour/Field Trip (1) Original Copy		Applicant / Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit a letter request for educational tour/field trip through the email: me.upd@up.edu.ph Location:  Department of Mechanical Engineering (Magsaysay Street cor. Roces Avenue University of the Philippines Diliman Quezon City 1101)	1.1. Receives the letter request and examines the completeness of the attached requirements	None	1 working day/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering ; Department of Mechanical Engineering (COE-DME)</li> </ul>
	1.2. Evaluates the letter request / checks the availability of Faculty In Charge for the Tour Approves the request and sets a date		1 working day/s	<ul style="list-style-type: none"> <li>Chairman Mechanical Engineering; Department of Mechanical Engineering (COE-DME)</li> </ul>

	1.3. Record the action of the department and inform the client		1 working day/s	<ul style="list-style-type: none"><li>Chairman Mechanical Engineering;</li></ul>
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		





