

DNA ANALYSIS LABORATORY

VISION: A nation that uses population genetics and forensic genetics to value its own genetic history and to protect the rights of its people; all of which to foster love of country and to build a knowledge-driven and humane society.

MISSION: The DNA Analysis Laboratory's missions are: 1) to conduct cutting edge and high quality forensic genetics research for the application of DNA technology in the pursuit of justice and the protection of human rights; 2) to generate a genetic data resource that is representative of all Filipino groups comprising the Filipino nation; 3) to provide a genetic perspective of Filipino history and origins by studying genetic variation across all Filipino groups; 4) to be an internationally recognized laboratory of excellence and an active contributor to the global knowledge resource for forensic genetics and population genetics; 5) to provide quality and reliable DNA testing services which follow local and international guidelines and is recognized by Philippine courts; 6) to communicate and disseminate population genetics research through dynamic and iterative community engagement, immersion and education for valuing Filipino heritage and identity; 7) to develop a pool of experts in order to strengthen the nation's capability in using forensic DNA technology for the fair and swift administration of justice; 8) to provide exemplary education and training in population genetics and DNA forensics to stakeholders and the general public; 9) to give technical support as expert witness in court or as resource person for other agencies and private individuals; 10) to partner with government agencies and stakeholders in incorporating forensic DNA technology in routine civil and criminal investigations; and 11) to use knowledge generated from population genetics studies and forensic genetics studies in aid of policy and legislation that should uplift the dignity and national pride of the Filipino people.

SERVICE	PROCEDURE	RESPONSIBLE PERSON	PROCESS TIME (ON ACTUAL CONTACT)	REQUIRED DOCUMENTS	FEES
DNA profiling of blood samples from living individuals • DNA paternity/ maternity testing • DNA profiling • Kinship analysis	1. Clients call/email or go directly to the laboratory to inquire	Laboratory External Officer	30 minutes	Form A (Inquiry Form)	
	2. Clients prepare the required documents for the test.			PSA birth certificates, valid primary IDs, recent 2x2 ID photos, and PSA marriage certificate (when applicable)	
	3. Clients make an appointment for the collection of samples and pay the scheduling fee.	Laboratory External Officer	15 minutes		P500.00 per appointment (cost of 1 st appointment is deductible from cost of test)
	4. Clients go to the laboratory on the scheduled date and time.	Laboratory External Officer			
	5. Any required certifications are prepared, documents photocopied	Laboratory External Officer / Case Manager	30 minutes	Documents as listed above	
	6. Clients pay the DNA test fee	Laboratory Finance Officer	15 minutes		Laboratory fees: • DNA Paternity (alleged father, mother and child) – Php 45,000.00 • DNA Paternity (alleged father, and child) – Php 65,000.00 • DNA Maternity (alleged mother and child) – Php 65,000.00 • Kinship/Sibship – depends on the number of individuals to be tested • DNA profile – Php 45,000.00
	7. Case Manager and clients discuss the specifics of the case	Case Manager	45 minutes		

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	8. Clients fill up forms and Case Manager checks completeness of forms and reviews documents submitted by clients.	Case Manager	45 minutes	Undertaking, Form 001, Form 003A (if applicable) and Form 003B	
	9. Thumb prints from each individual to be tested are taken.	Case Manager	10 minutes	Form 002	
	10. Blood samples from each individual to be tested are collected.	Sample Collector (RMT or RN)	20 minutes	Form 002	
	11. Samples are processed and technical review is conducted.	Case Manager and DNA Analysts	11 working days	Form CW006	
	12. Samples are stored.	Laboratory Case Sample Custodian	15 minutes		Samples are stored for five (5) years. Storage fee is included in the DNA Test fee.
	13. Report of Statistical Analysis is generated (if applicable)	DNA Analysts	60 minutes		
	14. DNA Analysis Report is generated and reviewed.	Laboratory External Officer, DNA Analysts and Case Manager	3 working days	DNA Analysis Client's Report	
	15. Report is released as per Form 003B.	Laboratory External Officer	15 minutes	DNA Analysis Client's Report	
16. Consultation	Case Manager	60 minutes			
DNA profiling of Bone sample (from cemetery/ funeral parlor)	1. Clients call/email or go directly to the laboratory to inquire.	Laboratory External Officer	30 minutes	Form A (Inquiry Form)	
	2. Case Manager & client discuss case specifics and possible options.	Case Manager	60 minutes		

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	3. Clients prepare the documents required for the test.			PSA Death Certificate, PSA birth certificates, valid primary IDs, recent 2x2 ID photos and PSA marriage certificate (when applicable)	
	4. Clients make an appointment for sample collection and pay the appropriate collection fees.	Laboratory External Officer and Laboratory Finance Officer	15 minutes		P 10,000.00 - P 35,000.00 (depending on the site of sample collection)
	5. DNA Sampling Team goes to the collection site (cemetery/funeral parlor).	Case Manager, Laboratory External Officer and one DNA Analyst	Travel time varies on the location of collection site		
	6. Case Manager and clients again discuss the specifics of the case.	Case Manager and Laboratory External Officer	30 minutes		
	7. Clients fill up forms and the Case Manager checks the completeness of forms and reviews documents submitted by clients.	Case Manager	60 minutes	Undertaking, Form 001, Form 003A (if applicable) and Form 003B Required documents as listed above	
	8. Bone sample/s are collected.	Case Manager and DNA Analyst	60 minutes per bone sample	Form 002	
	9. Client pays for DNA test.	Case Manager and Laboratory Finance Officer	15 minutes		Php 305,000.00 per bone sample
	10. Samples are processed and technical review is conducted.	Case Manager and DNA Analysts	90 calendar days per bone sample	Form CW012	
	11. Samples are stored.	Laboratory Case Sample Custodian and DNA Analyst	3 hours		Samples are stored for five (5) years. Storage fee is included in the DNA Test fee.

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	12. DNA Analysis Report is generated and reviewed.	Laboratory External Officer, DNA Analysts and Case Manager	5 working days	DNA Analysis Client's Report	
	13. Report is released as per Form 003B.	Laboratory External Officer	15 minutes	DNA Analysis Client's Report	
	14. Consultation	Case Manager	60 minutes		
DNA profiling of bone samples (from cemetery / funeral parlor) with comparison to living individuals	1. Bone samples will be processed first. • Follow steps 1-10 for DNA profiling of bone samples.	DNA Analysts	90 calendar days per bone sample	Form CW012	P 305,000.00 per bone samples
	2. Blood samples from living individuals will be processed after bone samples. • Follow steps 2-11 of DNA profiling of blood samples	DNA Analysts	11 working days	Form CW006	P 45,000.00 per 1-3 living individuals; P 20,000.00 per additional individual to be tested
	3. Samples are stored.	Laboratory Case Sample Custodian and DNA Analysts	4 hours		
	4. DNA Analysis Report is generated and reviewed.	Laboratory External Officer, DNA Analysts and Case Manager	5 working days	DNA Analysis Client's Report	
	5. Report is released as per Form 003B.	Laboratory External Officer	15 minutes	DNA Analysis Client's Report	
	6. Consultation	Case Manager	60 minutes		
	Sample collection and 5-year storage (for blood sample)	1. Follow steps 1-10 of DNA profiling of blood samples.	Laboratory External Officer, Case Manager, Laboratory Finance Officer	60 minutes	
2. Samples are processed for storage.		Case Manager and DNA Analysts	5 working days	Form CW011	

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	3. Samples are stored.	Laboratory Case Sample Custodian	15 minutes		
Sample collection and 5-year storage (for bone sample)	1. Follow steps 1-8 for DNA profiling of bone samples.	Case Manager, Laboratory External Officer and Laboratory Finance Officer	Varies on collection site		P 10,000.00 - P 35,000.00 (depending on the site of sample collection)
	2. Clients pay for sample processing, and 5 year storage.	Laboratory Finance Officer			Php 80,000.00 per bone
	3. Samples are processed for storage.	Case Manager and DNA Analysts	30 calendar days per bone sample	Form CW012	
	4. Samples are stored.	Laboratory Case Sample Custodian and DNA Analyst	60 minutes		
Consultation	1. Clients call/email or go directly to the laboratory to inquire.	Laboratory External Officer	15 minutes	Form A (Inquiry Form)	
	2. Clients prepare the required documents and information for the consultation.			e.g. Family history, PSA Birth certificates, , PSA Marriage Certificate, PSA Death Certificate, valid IDs, Court Orders, Affidavits and/or certifications	
	3. Clients make an appointment.	Laboratory External Officer	10 minutes		
	4. Clients go to the laboratory on the scheduled date and time.				
	5. Documents are photocopied and any required certification is prepared.	Laboratory External Officer	30 minutes		
	6. Case Manager and clients	Case Manager	60 minutes (or longer)		

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	discuss the specifics of the case.				
	7. Clients pay the consultation fee.	Laboratory Finance Officer	15 minutes		P1,000.00 per hour or fraction thereof

FOR INQUIRIES, COMPLAINTS AND SUGGESTIONS TO HELP IMPROVE OUR SERVICES, YOU MAY:
 Email your comments at dnalab.updiliman@up.edu.ph. Thank you.

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