

PROPERTY SERVICES

Title of Frontline Service : Borrowing of Property/Equipments/Facilities
Schedule of Availability of Service: Monday - Friday (8:00 a.m. to 5:00 p.m.)
Key Person : Ariel L. Magsisi - Property/Auxiliary services Office
Who may avail of the service : Employees/Students/Community
What are the requirements : Valid IDs/License
Duration : Two (2) days before the activity
Fees/Charges/Fines :

HOW TO AVAIL OF THE SERVICE						
Step	Please Follow the Steps	Service Provider	Duration	Person/s In Charge	Fee	Form/Documents
1	Secure permit form to the property office	Issued permit to the students	2 minutes/students	Property officer	None	Permit form
2	Fill out permit form (Permit should be accomplished 2 days before the activity)	Assist the borrower in filling out the permit	2 minutes/student	Property officer	None	Permit form
3	Proceed to the respective assignatories for the signature	Concerned faculty/personnel and staff	1 day/student	Students	none	Permit form
4	Submit the accomplished permit form to the property officer	Receive permit form for verification and signature of property officer	1 minute	Property officer	none	Permit form
5	The borrower must submit his/her ID to the property officer	Receive ID of the borrower	1 minute	Property officer	none	Permit form/ID
6	Sign on the logbook for final issuance of the borrowed equipments	Assist the borrower in signing on the logbook Give instruction to the borrower	2 minutes	Propoerty officer	none	Permit form/logbook/ ID
HOW TO RETURN BORROWED EQUIPMENT/MATERIALS						
1	Return the borrowed equipment to the property office and inform the property officer	Receive the equipment	2 minutes	Property officer	none	Logbook/Permit
2	Claim the students ID	Give ID of the borrower	1 minute	Property officer	none	ID

END OF TRANSACTION

Prepared by:

ARIEL L. MAGSISI
Administrative Aide III
Supply and Property Coordinator

Approved by:

EDGARDO S. VILLASEÑOR,Ed.D
Executive Director and Provost

PROPERTY SERVICES

Title of Frontline Service : Borrowing and rentals of Equipments/Facilities
Schedule of availability of service: Monday - Friday (8:00 a.m. to 5:00 p.m.)
Key Person : Ariel L. Magsisi - Property/Auxiliary services Office
Who may avail of the Service? : Local Community
What are the requirements : Valid IDs/License/Letter of request
Duration : 35 minutes
Fees/Charges/Fines :

HOW TO AVAIL OF THE SERVICE						
Step	Please Follow the Step	Service Provider	Duration	Person/s In Charge	Fee	Form/Documents
1	Place a phone call on official land line of the university or inquire directly	Handle queries of clients Record messages	5 minutes/client	Property/ Personnel and staff	none	Logbook
2	The borrower must write a letter of request addressed to the director of the university containing the name of agency, activity and purpose notified by the head of the agency, and the name of the borrower.	Assist the client in bringing up the letter of request to the directors office.	10 minutes/client	Property officer	none	Letter of request
3	The letter of request must have an approval of the director of the university.	Verifies the letter of request if approve by the director.	3 minutes	Property officer	none	Letter of request
4	Submit license or any valid IDs to the property officer and sign on to the logbook before the issuance of permit/gate pass with terms and conditions.	Receive ID/license Assist client in signing on the logbook Issued permit/gate pass	3 minutes	Property officer	none	License/IDs/logbook

END OF TRANSACTION

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