



## 1. Using, Borrowing and Returning of Equipment and Facilities

<b>Office or Division</b>		Supply and Property Management Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2C -Government to Citizen		
<b>Who may avail:</b>		Students, Faculty, Staff and Community		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID, Letter of Request, Request form for the use of facilities and equipment		Administrative Services and Management Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure venue and facilities reservation form from the Administrative Services and Management Unit in triplicate copies.	Issues venue and facilities reservation form for filling out to the students, faculty staff and community.	None	2 minutes	Administrative Services and Management Unit Staff
2. Fill out venue and facilities reservation form.	Guides the borrower in filling out venue and facilities reservation form.	None	5 minutes	Administrative Services and Management Unit Staff
3. Bring the filled-out venue and facilities reservation form to the property office and Director for Finance and Administration.	Signs the filled-out venue and facilities reservation form.  Approves the filled-out Equipment Borrower Slip.	None	7 minutes	Administrative Services and Management Unit Staff  Director for Finance and Administration
4. Submit the accomplished form to the Administrative Services and Management Unit Staff and Hand in valid ID to the Facilities Management and Sustainability Unit and sign in the logbook,	Receives properly filled out forms	None	7 minutes	Property Custodian
<b>HOW TO RETURN BORROWED EQUIPMENT/ TOOLS/ MATERIALS</b>				
1. Return borrowed equipment/ tool/ material to the Facilities Management and Sustainability Unit.	Receives the equipment /tools/materials	None	10 minutes	Property Custodian
2. Claims student's ID	Returns student's ID	None	1 minute	Property Custodian
		<b>None</b>	<b>21 minutes</b>	