1. Request for Use of PPATI DORMITORY

Facilitate the request for use of PPA Dormitory

Office/Division:	Administrative Services Department/General Services Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2G – Government to Government
Who may avail:	Head Office Responsibility Centers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.2.1.1.1.1 Letter Request to include: • Duration of Stay • Number of Pax • Contact Person/Name/Address	Prepared by the requesting party

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmit/ submit the letter request	1.1 Acknowledge receipt of documents and evaluates the completeness of the details; Ascertain availability of dormitory	None	1 day	Senior Administrative Assistant III, Office of the ASD Manager/ Executive Assistant A, OGM/ Manager, GSD
	1.2 Write/notify stakeholder on the status of the request	None	1 day	Clerk, GSD
	1.3 Approval of Request.	None	1 day	Manager, ASD
	If approved, Assignment of Rooms and Provision of Dormitory Essentials			Clerk, GSD/ Manager, GSD/ PPATI Personnel
	TOTAL:	**None**	**3 days (working days)**	