2. Request for Use of Training Room

Facilitate all request for usage of training room upon submission of a letter request approved by the Administrative Services Department (ASD) Manager

Office/Division:	Administrative Services Department/General Services Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2G – Government to Government G2C – Government to Citizen
Who may avail:	PPA Personnel/ Non-PPA Personnel/ Stakeholders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request approved by the ASD Manager (One (1) original and One (1) photocopy)	ASD Manager

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Client to submit Letter Request to ASD thru Records Communication Division (RCD)	1.1 RCD to forward the Letter Request to Office of the Department Manager, ASD	None	12 mins	RCD Personnel
	1.2 Department Manager to approve/ disapprove Letter Request	None	1 day	Department Manager, Administrative Services Department
	1.3 Approved/ disapproved Letter Request to be forwarded to the General Services Division for appropriate action	None	30 mins	Building and Equipment Maintenance System Staff/ General Services Division
	1.4 Inform the client on the approval/ disapproval of the	None	30 mins	Authorized personnel/ General Services Division

	request via telephone call			
2. Claim the copy of the request to be presented on the requested date of usage	2. Prepare Training Room and set-up sound system and projector	None	1 hour and 15 mins	Utility personnel/ General Services Division
TOTAL:		**None**	**1 day 2 hours 27 mins (working days)**	