



LIBRARY SERVICES

Availability of Service:

Monday – Friday from 8:00 AM – 5:00 PM

Who May Avail of the Service:

Students and interested individuals

Classification : Simple

Type of Transaction : G2C - Government-to-Citizens

Required documents:

- a.) Identification Card
- b.) Library Permit

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | ACTIVITY | DURATION OF ACTIVITY | DIVISION / PERSON-IN-CHARGE | FEES | FORM/ DOCUMENT |
|------|--|---|--------------------------------|--|------|--|
| 1 | Secures "Permit to Use the Library" from the Personnel Division. | Issues necessary permit. | None | Administrative Officer V/Administrative and Financial Branch Chief | None | Identification card, Permit to Use the Library |
| 2 | Submits permit and/or Letter Request to the Librarian-on-duty. | Receives permit and/or Letter Request for appropriate action. | 1 minute | Librarian | None | Identification card, Permit to Use the Library |
| 3 | | Assists the client. | Depending on the client's need | Librarian | None | None |
| 4 | | Files copy and maintains record. | 1 minute | Librarian/Clerk | None | None |
| | | | Total : 2 minutes | | | |

END OF TRANSACTION

Approved :


MARLENE L. CALUBAG
 OIC - EXECUTIVE DIRECTOR