

Frontline Service: **MULTIMEDIA SERVICES**

Schedule of Availability of Service: Monday to Friday ; Saturday  
 8:00 AM – 8:00 PM ; 8:00 AM – 5:00 PM

Clients/Patrons: Undergraduate/graduate students, Faculty and Staff (REPS and Admin)

Service Provider: Computer Services and Multimedia Section

Requirements: Validated School ID, Employee’s ID

Processing Time: 3 minutes

STEP	PROCEDURE		DURATION	FEE	PERSON RESPONSIBLE	FORM/S
	CLIENT/PATRON	SERVICE PROVIDER				
A.1	Makes request for use of multimedia	Checks the availability of equipment/facility/material	1 minute	None	Staff in-charge	
A.2	Presents his/her ID and registers in the log sheet	Records the use of equipment/facility/material	1 minute			
A.3		Deploys equipment to client/patron and/or asks the client/patron to proceed to the facility	30 seconds			
A.4	Client/patron receives the equipment or performs activity to the facility					
B.1	Client/patron signs out in the log sheet	Scans and returns the ID	30 seconds			
END OF TRANSACTION						