

Frontline Service: **POWER CHARGING STATION**

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: All Sections

Requirements: Validated School ID

Processing Time: 2 minutes

STEP	PROCEDURE		DURATION	FEE	PERSON RESPONSIBLE	FORM/S
	CLIENT/PATRON	SERVICE PROVIDER				
1	Presents his/her ID and signs in the logsheet	Checks and files the ID	1 minute	None	Staff in-charge at the Circulation counter	
2	Proceeds to the vacant charging station and performs activity	Assigns to vacant charging station	1 minute			
END OF TRANSACTION						