6. Request for the Reservation of Campus Facility

This is to facilitate the use of university facility following Memorandum Order No. 39 s. 2012 whose activity are for subject or academic requirement use.

Office or Division:	Campus Administrative Office/Director's Office				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	Students				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Letter of intent approved by the Campus Director (original) Request for the use of Facilities Form (2 copies)			Administrative Office PUP Campus		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**	
1. Present Letter of request duly signed and approved by the Campus Director 2. Secure Request for the use of Facilities Form at the Administrative Office	1. Issue request form to the client 2. Have the client/s affix their names at the office logbook for control and reference	None	4 minutes	*Administrative Staff* Administrative/ Director's Office PUP Campus	
3. Fully accomplish the form 3.1.Requesting Party/Person 3.2.Department/ Office 3.3Purpose of Request 3.4. Date Requested 3.5. Date to be	3. Receive filled up request form and check for the availability of facility/equipments requested for the date of used on the request form. If available, forward the request to the Administrative Officer for	None	6 minutes	*Administrative Staff* Administrative/ Director's Office PUP Campus	

UsedFacility and equipment requested Have the filled up form signed by the Adviser/Head of Office Return the filled up form to the Administrative Office for Approval	Approval If not available, Check for other available dates for the request, once settled, forward the request to AO for approval			*Administrative Staff* Administrative/ Director's Office PUP Campus
4. Receive approved request form from the Staff of Administrative Office and wait for the requested date to use the Facility.	4. Issue One (1) copy of the request to the client and have the other copy on file.	None	2 minutes	
	TOTAL:	**None**	**12 minutes**	