



# 1. Circulation Services

This is to facilitate the borrowing of materials and other hand tools such as ladders, detachable stairs, plastic tables, plastic chairs, construction hand tools and the like.

<b>Office or Division:</b>		Administrative Office (PUP Campus)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		PUP administrative staff & Faculty		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent duly signed by the Branch/ Campus Director				
PUP Issued identification card (1 photocopy, front and back)		PUP Main Campus		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client logbook in the office receiving area	Give the logbook to the client	None	15 seconds	<i>Administrative Staff</i> Administrative Office PUP Campus
2. Submit letter of intent to Administrative Office*  *No need for step # 2, only signing in the logbook and borrower's slip are needed	2.1 Accept approved letter of intent  2.2 Acknowledge receipt of letter of intent stamped with "Received" and accepts  2.3 Check availability of equipment based on quantity requested and scheduled date 2.3.1 If available- requestee will be requested to fill out the borrowers Slip 2.3.2 Borrower slip number/code will be given for claiming of borrowed items. 2.3.3 If not available requestee will be immediately informed.	None	1 minute        1 minute	<i>Administrative Staff</i> Administrative Office PUP Campus



3. Return to the Administrative Office a day before the date of use and present the borrowers slip number/code.	<p>3.1 Verify the presented borrowers slip number/code</p> <p>3.2 Require the client to submit PUP ID as collateral for the borrowed items</p> <p>3.3 Issue the equipment to the client</p>	None	1 minute	Administrative Staff Administrative Office PUP Campus
4. After the use of the borrowed items, return to Administrative Office with a maximum of 1 day from the date of borrowing	<p>4.1 Check the items</p> <p>4.2 Return the ID to the requestor</p>	None	30 seconds	Administrative Staff Administrative Office PUP Campus
<b>TOTAL:</b>		None	<b>3 minutes &amp; 45 seconds</b>	