



## 2. Issuance of Permission of Student Development Center

This request is processed by the OSS for students and organizations seeking permission to use the student development center.

<b>Office or Division:</b>	<b>Office of Student Services</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>Students</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request		Client produced.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION/S</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request on the Office of Student Services	Receive the letter	None	1 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg
2. Check Availability of the Student Development Center	Review the request letter	None	1 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg
3. If available, log in the logbook	Submit letter to the OSS Director for signature and require student to sign in logbook	None	1 minutes	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
4. If unavailable, review other available dates	Change the schedule of the event	None	2 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
	<b>TOTAL:</b>	<b>PHP 0.00</b>	<b>5 minutes</b>	