



#### 4. Release of Student Requests for Medals

This service can be availed by students exclusively for use during their recognition/awarding-related activities.

<b>Office or Division:</b>	<b>Office of Student Services</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G</b>			
<b>Who may avail:</b>	<b>Students</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter or Request		Client Produced		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present a letter of request (with attached program) addressed to the Director of the Office of the Student Services	Receive the letter of request	None	2 minutes	<i>OSS Staff</i> Room 208Charlie Del Rosario Bldg.
2. Present the approved request to claim the medals as requested	Provide the number of medals as approved by the Director	None	6 minutes and 30 seconds	<i>OSS Staff</i> Room 208Charlie Del Rosario Bldg.
3. Sign in the OSS logbook provided for the purpose			1 minute	
<b>TOTAL:</b>		<b>None</b>	<b>9 minutes</b>	