



D.5 STUDENT SERVICES

1. Release of Request for Medals from Colleges and Campuses

This service can be availed by colleges, branches and campuses exclusively for use during their annual recognition day.

Office or Division:	Office of Student Services			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Colleges/Branches/Campuses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter or Request		Client Produced		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. 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.
5. Present the approved request to the OSS staff 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.
6. Sign in the OSS logbook provided for the purpose			1 minute	
TOTAL:		None	9 minutes	