

HUMAN RESOURCE DEVELOPMENT DIVISION

Service Title : **Dormitory Accommodation**
Location : Ground Floor, RELC Building
Requirements : none
Schedule of Processing : Monday to Friday from 8:00 A.M. to 5:00 A.M. *No noon break*

Steps	Applicant/Customer	Activity	Duration	Person Responsible
Have guest/s sign in the logbook and fill-up the registration form	DepEd Personnel and guests from other agencies	Receive and register customer/s	5 mins.	Ms. Mary Carolyn B. Gambe
Receive payment from the guest/s	-do-	Receive and send payment to cashier	5mins.	Ms. Mary Carolyn B. Gambe
Accompany guest/s to the assigned room/s	-do-	Accommodate	5 mins.	Ms. Mary Carolyn B. Gambe/ Dorm Staff