

Request for Office Reservation

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Tenants

What are the Requirements

Reservation Form

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Client fills up reservation form	Receives reservation request form	15 mins	AO III		Reser- vation Form
2		AO 111 forwards request for notation/approval to DC and ADM	30 mins	AO III		
3		AO III checks and blocks schedule of reservation and informs technician	15mins	AO III		
4		Technician prepares venue of reservation	1 hour	Technician		
5		AO III prepares charging for debit or payment	30 mins	AO III	As rated for facility	

Request for Office Reservations

