


Procedure No:	ADM-PROC-AUX-0002
Procedure Title:	Request for Use of Facilities Procedure
Related Policy:	ADM-POL-AUX-0005 Request for Use of Facilities Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Office of Origin: (Procedure Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Procedure Description:	This procedure contains the application, approval and usage of all the facilities in the Colegio.
Areas of Responsibility:	Auxiliary Services Office
Procedure Details:	<p>Step 1. The requisitioner checks the availability of the facility that he intends to request.</p> <p>Step 2. If the facility is available, the requisitioner accomplishes a Request for Use of Facilities form. In cases when the facility is not available, the personnel from the Auxiliary Services Office provides alternatives to the requisitioner.</p> <p>Step 3. The accomplished form is submitted to the Auxiliary Services Office. The request is subject to the approval of the Director of the Auxiliary Services Office.</p> <p>Step 4. The requisitioner is informed of the approval or denial of his request after three working days of submitting the form.</p> <p>Step 5. In case of approval, the requisitioner should coordinate with the delegated Auxiliary Services personnel on the time, arrangement and additional equipments needed for the activity.</p>
Procedure Approval Authority:	Director of the Auxiliary Services Office
References:	Request for Use of Facilities Form
Definition:	
Help Page:	Auxiliary Services Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Roberto Aguba
Date of Approval:	

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