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| Procedure No: | ADM-PROC-AUX-0004 |
| Procedure Title: | Claiming and Depositing of Items in the Lost and Found System |
| Related Policy: | ADM-POL-AUX-0007 Lost and Found Policy |
| Date of Issuance: | S.Y. 2010 to 2011 |
| Effectivity: | S.Y. 2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Auxiliary Services Office |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure details the turnover and releasing of items through the Lost and Found System. |
| Areas of Responsibility: | Auxiliary Services Office |
| Procedure Details: | <p>Depositing of Items</p> <p>Step 1. Students and employees surrender items whose owners are unidentified to the Auxiliary Services Office.</p> <p>Step 2. The Auxiliary personnel records the item and places it to the Lost and Found corner.</p> <p>Step 3. The Auxiliary Office provides a list of the items surrendered to the Lost and Found corner and forwards them to each office.</p> <p>Step 4. Unclaimed items after a school year shall be removed from the Lost and Found Corner. Items that can still be used shall be forwarded to the Center for Community Development.</p> <p>Claiming of Items</p> <p>Step 1. Students and employees inquire to the Auxiliary Services Office of their lost items.</p> <p>Step 2. The Auxiliary Office personnel verifies through their records if a lost item has been surrendered in their office.</p> <p>Step 3. If the item described is found in their inventory, the item will be presented to the student or employee.</p> <p>Step 4. The student and employee can claim their lost item. The Auxiliary Office personnel documents the claimed item.</p> |
| Procedure Approval Authority: | Director of the Auxiliary Services Office |
| References: | |
| 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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