

### 3. Issuance of Vehicle Pass (Security Services)

This service designs to regulate and manage the parking and access of vehicles for security matters.

<b>Office or Division:</b>	Tagoloan Community College – Dean of Students Affairs and Services (DSAS) Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Faculty and Staff,			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Common Requirements:  Employees Identification Card (Faculty & Staff) Driver's License Vehicle Official Receipt (OR) Car Registration (CR)  Vehicle's Identification Form			Provided by the client   Dean of Students Affairs and Services (DSAS) Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the stated requirements.	1. Receive and verify the requirement.	None	5 mins	<i>Dean of Students Affairs and Services</i> Dean of Students Affairs and Services (DSAS) Office
	1.2 Give the Vehicle's Identification Form			

2. Fill-out and submit the Vehicle's Identification Form	2. Verify the Vehicle's Identification Form and advise for payment		2 mins	<i>Dean of Students Affairs and Services</i> Dean of Students Affairs and Services (DSAS) Office
3. Pay the required amount for the vehicle pass	3. Receive payment and issue an official receipt.	100 pesos	5 mins	<i>Cashier</i> Finance Office
4. Submit the issued official receipt to the Dean of Students Affairs and Services (DSAS) Office	4. Receive the official receipt and release the Vehicle's Identification pass	None	2 mins	<i>Dean of Students Affairs and Services</i> Dean of Students Affairs and Services (DSAS) Office
	<b>TOTAL</b>		<b>14 minutes</b>	
	Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box.  Note: Complaint Box			Student will accomplish and will drop the Client Satisfaction Survey to the feedback box.  Note: Complaint Box