

4. Request of Documents (Accreditation and Promotion)

This service supports the request of the faculty for accreditation purposes.

Office or Division:		Tagoloan Community College – Quality Assurance and Management Center Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Faculty		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Quality Assurance Management Center Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and Fill out the Request Form	1.1 Receive the filled out form and verify the needed documents 2 Release the documents upon verification	None	10 mins	<i>Quality Assurance Management Center Director/Designated Staff</i> Quality Assurance Management Center Office
2. Receive the needed documents	Record the transaction through the logbook	None	5 mins	<i>Quality Assurance Management Center Director/Designated Staff</i> Quality Assurance Management Center Office

	TOTAL		15 minutes	
	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
	TOTAL		23 minutes	