

## 5. School Maintenance and Releasing Supplies

This services typically involve tasks that relates to upkeep, management, and release supplies.

<b>Office or Division:</b>		Tagoloan Community College – Property Custodian 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>		
Request Form		Property Custodian		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure the request job-order form and fill out.	Receive and check the filled-out job-order request form.	None	10 mins	<i>Property Custodian</i> Property Custodian Office
	2 Hand over the request form for approval of the Vice President for Administration.		5 mins	
2. Secure the approval of the Vice President for Administration (Signature)	Approve the job-order request form.	None	3 minutes	<i>Vice President - Admin/Vice President-Admin Personnel</i> Vice President-Admin Office

3. Submit the approved job-order request form.	Perform the job-order request.	None	1 day	<i>Property Custodian Property Custodian Office</i>
	<b>TOTAL</b>		<b>1 day, and 18 minutes</b>	
1. Secure the request form and fill out.	Receive and check the filled-out request form.  2 Hand over the request form for approval of the Vice President for Administration	None	10 mins  5 mins	<i>Property Custodian Property Custodian Office</i>
2. Secure the approval of the Vice President for Administration. (Signature)	2. Approve the request form.	None	3 minutes	<i>Vice President - Admin/Vice President- Admin Personnel Vice President-Admin Office</i>
3. Submit the approved request form.	Release the supply/supplies requested.	None	3-5 mins	<i>Property Custodian Property Custodian Office</i>
	<b>TOTAL</b>		<b>23 minutes</b>	