

7. Facilitation of Room Reservation

Facilitate the provision of function rooms to accommodate participants to meetings, trainings, workshops and conferences based on prior reservations.

Office or Division:	General Services Division – General Administrative Support Unit
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	PSA officials, employees and COSWs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Room Reservation Form	Head Unit, 11/F., Centris One Eton, Quezon City

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Room Reservation Form through fax, email, or hand carried	1.1 Receive and control of the form	None	2 minutes	Administrative Assistant V; Administrative Assistant II
	1.2 Check the availability of the room	None	2 minutes	Administrative Assistant II
	1.3 If without available room, decline request and coordinate with the requester through phone/email	None	5 minutes	Administrative Assistant II
	1.4 If with available room, log and reserve room/s as requested; coordinate with the requester, then print the signage for posting during the scheduled meeting	None	5 minutes	Administrative Assistant II
TOTAL:		None	14 minutes	