

2.4 Provide library services to walk-in researchers who wants to register or send request to e-FOI

Office or Division:	Knowledge Management and Communications Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid ID / Registration Card		Government Agencies, Non-Government Organizations, Private entities, Academe		
One (1) scanned copy of valid ID		Online /Officer-of the Day's table		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers at the Security Guard's (SG) logbook and presents Valid ID/Registration Card (CVEA lobby)	1. SG issues visitor's pass	None	1 Minute	Security Guard on duty
2. Proceed to the designated PC for e-FOI registration Follow instructions on sending data request to FOI	2. Assist student/researcher to be guided on FOI	None	1 Minute	Admin Asst. III/Officer of the Day/Librarian
3. Surrender the visitor's pass to the SG (CVEA lobby)	3. Return the Valid ID/ Registration	None	1 Minute	Security Guard on duty
TOTAL:		None	3 Minutes	