

2.5 Provide library services to walk-in clients in purchasing of PSA publication

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		Government Agencies, Non-Government Organizations, Private entities, Academe		
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 library/bookshop room and presents the list of books to be purchased	2. Assist student/researcher and prepare the book(s) or publication(s) to be purchased 2.1 Prepares transaction slip in duplicate copy and provide to clients	*Refer to the Price List for Publications	20 Minutes	Admin Asst. III/Officer of the Day/Librarian
3. Pays to the Cashier and presents the Official Receipt to the library/bookshop staff	3. Reflects the OR number in the transaction slip 3.1 Hand over the purchased publication/s, O.R and copy of the transaction slip to the clients	None	1 Minute	Admin Asst. II
4. Receive and check the correctness and completeness of the purchased publication(s)	4. Request the client to sign the receive portion in the duplicate copy of the transaction slip	None	3 Minutes	Admin Asst. II
5. Sign the received portion in the transaction slip	5. Files the duplicate copy of the transaction slip for record purposes and update the file in the computer	None	1 Minute	Admin Asst. II

6. Surrender the visitor's pass to the SG (CVEA lobby)	6. Return the Valid ID/ Registration	None	1 Minute	Security Guard on duty
TOTAL:		None	27 Minutes	