

Service: Reception of Students and Visitors and Issuance of Claim Tag

Schedule of Availability of service:

*Monday – Friday
8:00am – 5:00pm
5:00pm – 9:00pm*

Who may avail of the Service:

Students and Visitors

What are the requirements:

Identification Card

Fee: None

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Approach Guards/receptionists	Greet with Courtesy and asks for the purpose	5 minutes	Guard on Duty/Receptionist	
2	Fill – out the logbook/time – in (for visitors/employees) and presents property/baggage if any	Check for ID and Inspects property for safety. Issue Tag number when applicable	15 minutes	Guard on Duty/Receptionist	
3	Fill out the logbook/time-out and claims property or baggage	Return the ID and releases property or baggage	5 minutes	Guard on Duty/Receptionist	
4					
End of Transaction					