



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF CALAMBA CITY

1. Reservation Process for the Use of Auditoriums

School auditorium request is managed by the Division Office from other government agencies and private organizations. Note that this specific process only applies to requests received directly from clients and not the SDO.

Office or Division:	Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to the Schools Division Superintendent stating the activity details (Paying and Non-Paying clients)		Client		
2. Letter of Indorsement from the City Mayor (Non-Paying clients)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Submit requirements to Records Section	None	2 mins	Records Receiving Personnel
	1.2 Records will release the document to the Office of the Schools Division Superintendent	None	1 min	Records Releasing Personnel



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	1.3 OSDS will turnover the request to the Administrative Unit for appropriate action and/or recommendations	None	1 day	ADA VI
	1.4 Check activity details – date and time, purpose vs. the schedule of school activities. AO V will prepare the letter for approval/disapproval signed by the SDS.	None	7 minutes	ADA VI /AO V
	1.5 Inform client of next steps, i.e. get the letter from the Admin Office. AO V will discuss the guidelines in the use of the auditorium if approved fill up the application form and guidelines for the use of auditoriums. The filled-up form will be indorsed to the School Head.	None	1 day	ADA VI /AO V
	1.6 If disapproved, the client will also receive a letter of disapproval signed by the SDS.	None	5 minutes	ADA VI / AO V
1. If client is paying the rental fee, Application form and guidelines for	2.1 Issue official receipt for payment made, as applicable	PhP 10,000.00 for the first five hours PhP	10 minutes	AO V / Cashier



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the use of auditorium shall be discussed to the renters and direct the client to the Cashier's Office for payment.		2,000.00 for every succeeding hours		
TOTAL:		None – For Non-Paying client, PhP 10,000.00 for paying clients	2 days, 25 mins	



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2. Request for Vehicle Service

This service aims to provide transportation services to SDO Calamba Personnel upon request subject to the availability of the transport vehicle.

Office or Division:	Schools Division Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SDO Calamba Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client fills up Request for Use of Vehicle form		Administrative Office		
2. Memorandum in relation to the travel		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Request for Use of Vehicle Form with the requirements	Submit requirements to Admin Unit	None	2 mins	ADA VI
	ADA VI evaluate the request on the following: <ul style="list-style-type: none"> • Official nature of the trip • Availability of the Vehicle and driver 	None	10 min	ADA VI
	If found satisfactory complied, indicate the assigned driver, vehicle and refer the Request	None	7 minutes	ADA VI/AOV



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	for the use of the Vehicle form to the AO V for approval. If there is no available driver/vehicle proceed to step 1.5			
	Record the approved request, and inform the driver on the details of the trip.	None	5 minutes	ADA VI
	Inform the requesting party on the approval/disapproval of request. Provide the driver and vehicle for approved request and administration of Client Satisfaction Survey.	None	5 minutes	ADA VI
TOTAL:		None	29 minutes	