



Title of Frontline Service: **REQUEST TO USE
CONFERENCE HALL (ROOM RESERVATION)**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	*DepEd Program Proponents/Managers *Non-DepEd (Other Government Agencies, Stakeholders)	For DepEd Program Proponents/Managers <i>any of the following:</i> <ul style="list-style-type: none"> • DepEd Calendar of Activities • Approved L&D • Approved request form For Non-DepEd <ul style="list-style-type: none"> • Approved letter request 	1 working day

How to Avail of the Service?

a. for Deped Program Proponents/Managers:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits requirements to:	Receives and checks requirements Forwards requirements to HRDS	2 hours	Jocelyn Casuna	None	None
2		Receives and reviews the requirements Checks availability of the venue Sends email to proponent regarding the availability of venue (with commitment form to ensure proper use of the facilities in accordance to DRRM)	4 hours	Maria Christine Ramirez	None	None

3	Submits duly accomplished commitment form to:	Receives duly accomplished commitment form Calendars the activity (reserves the venue)	2 hours	Maria Christine Ramirez	None	Commitment Form
END OF TRANSACTION						

b. for Non-DepEd (Other Government Agencies, Stakeholders):

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits request letter addressed to SDS thru: records.cebucity@deped.gov.ph	Receives and checks requirements Forwards letter request to SDS office	2 hours	Mary Antoniette Torrejos/Ricthell Camino	None	None
2		Approves letter request	4 hours	SDS Rhea Mar A. Angtud	None	None
3		Forwards letter request to HRDS	10 minutes	Rhea Fe Sarmiento/Daniel Dela Cruz	None	None
4		Receives and reviews the request letter Checks availability of the venue Sends email to proponent regarding the availability of venue (with commitment form to ensure proper use of the facilities in accordance to DRRM)	4 hours	Maria Christine Ramirez	None	None
5	Submits duly accomplished commitment form to:	Receives duly accomplished commitment form Calendars the activity (reserves the venue)	2 hours	Maria Christine Ramirez	None	Commitment Form
END OF TRANSACTION						