



TESDA Training Centers External Services



1. Application for Scholarship and Enrolment

This service pertains to the enrolment and registration of interested citizens to a certain training program offered by the training center.

Office or Division:	Office of the Administrator/Center Chief			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> - High School Graduates; - Working Age Population; - Any citizen who are qualified for a given Training Program 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Registration Form/Enrolment Form (1 original)			Office of the Administrator/Information Office	
2. Form 137/ ALS Certificate/ Transcript of Records/ Diploma (1 certified true photocopy)			Last School Graduated or Attended / Applicant	
3. NSO/PSA Birth Certificate (1 photocopy)			Philippine Statistic Authority	
4. Marriage Certificate (<i>for married women only</i>) (1 photocopy)				
5. Pictures a. Passport size, white background with name tag (2 pieces) b. 1 x 1, (5 pieces)			Applicant	
6. Medical Certificate (1 original)			Government Hospital	
7. Barangay Clearance (Optional) (1 original)			Office of the Barangay Captain	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the trainings available for enrolment	1.1. Provides information on the available trainings and programs 1.2. Issues Applicant's Information Sheet and Interview Sheet	None	5 Minutes	<i>Front Desk Officer Administrator Office of the Administrator/ Center Chief</i>
2. Fills out and submits Applicant's Information Sheet and Interview Sheet	2. Checks completeness of Applicant's Interview Sheet	None	15 Minutes	<i>Trainer Administrator Office of the Administrator</i>



3.a. Attends interview; or	3.1.a. Interviews and assesses applicant; or	None	20 Minutes	<i>Trainer Supervisor Administrator Office of the Administrator</i>
3.b. Takes Qualifying Exams	3.1.b. Administers qualifying examination 3.2. Issues registration form and list of requirements	None	Or 1 Hour, 15 Minutes	<i>Testing Officer Center Chief Office of the Center Chief</i>
4. Accomplishes registration form and receives list of requirements	4. Receives and evaluates requirements as to completeness and correctness	None	20 Minutes	<i>Registrar Administrator Office of the Administrator/ Center Chief</i>
5. Receives admission slip	5. Encodes student's registration to T2MIS and issues admission slip	None	15 Minutes	<i>Registrar Administrator Office of the Administrator/ Center Chief</i>
	TOTAL:	None	1 Hour, 15 Minutes or 2 Hours, 10 Minutes	

2. Application for Assessment and Certification

Process where TVET graduates or workers apply for assessment to obtain National Certificate (NC) or Certificate of Competency (CoC).

Office or Division:	Office of the Administrator/Center Chief
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Those who are interested to take assessment in the different qualifications offered by the TESDA Training Institutions
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Fully filled up Application Form (1 original)	Applicant
2. Self-Assessment Guide	Office of the Administrator/CAC Processing Officer



3. Picture, passport size, white background with collar and name tag (2 pieces)		Applicant		
4. Birth Certificate (1 photocopy)		Philippine Statistics Authority		
5. Employment Certificate (1 original); and/or		Company		
6. Training Certificate (1 photocopy/ each)		Training Center Attended		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on assessment schedule	1.1. Provides assessment schedule, application form and Self-Assessment Guide (walk-in applicants) and list of requirements	None	2 Minutes	<i>CAC Processing Officer AC Manager Center Chief/ Administrator Office of the Center Chief/Administrator</i>
2. Submits application form with the complete requirements	2.1. Verifies completeness of the application form and submitted requirements	None	15 Minutes	<i>CAC Processing Officer AC Manager Center Chief/ Administrator Office of the Center Chief/Administrator</i>
	2.2. Contacts/ Calls available assessor two (2) weeks before the scheduled assessment if the number of applicants reaches to 10 and above	None	15 Minutes	<i>CAC Processing Officer AC Manager Center Chief/ Administrator Office of the Center Chief/Administrator</i>
3. Secures Order of Payment	3. Issues Order of Payment	None	2 Minutes	<i>CAC Processing Officer AC Manager Center Chief/ Administrator Office of the Center Chief/Administrator</i>
4. Pays assessment fee (for walk-in applicants)	4. Accepts payment and issues Official Receipt	Fee depends on the qualification	2 Minutes	<i>CAC Processing Officer AC Manager Center Chief/ Administrator</i>



				Office of the Center Chief/Administrator
5. Submits Application Form in which Official Receipt Number is indicated	5. Receives application form and checks the Official Receipt Number	None	1 Minute	CAC Processing Officer AC Manager Center Chief/Administrator Office of the Center Chief/Administrator
6. Receives Admission slip and assessment schedule	6.1. Provides tentative assessment schedule and issues Admission Slip at the time of application 6.2. Provides tentative date of assessment 5 days before assessment. In case of cancellation, informs candidate 1 day before the assessment	None	1 Minute 3 Minutes	CAC Processing Officer AC Manager Center Chief/Administrator Office of the Center Chief/Administrator
	TOTAL:	Fee depends on the qualification	41 Minutes	

3. Catering Services

TESDA Women's Center Canteen provides catering services to other government agencies and non-government organizations.

Office or Division:	Office of the Administrator/Center Chief	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may avail:	Other government agencies and non-government organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Catering Request Form		Canteen Supervisor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Catering Request Form	1.1 Receives Catering Request Form 1.2 Prepares menu plan and computation of the cost of catering service based on prescribed pricing	None	10 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
2. Receives and agrees to the menu plan and catering service cost	2.1. Provides the menu plan and catering service cost	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	2.2. Endorses menu plan to the kitchen staff and service attendants	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
3. Receives catering services	3.1. Renders catering services	Based on agreed cost of catering services	Depends on the request of the client	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	3.2. Prepares and issues billing statement for catering services rendered	None	5 Minutes	<i>Canteen Supervisor Center Chief</i>
4. Pays the bill	4.1 Receives payment 4.2 Issues Official Receipt	None	5 Minutes	<i>Canteen Supervisor, FASSU Head, Center Chief</i>
	TOTAL:	Based on agreed cost of catering services	30 Minutes	



4. Dormitory Services

Selected TESDA Training Centers provide dormitory services to external clients.

Office or Division:	Office of the Administrator/Center Chief			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Trainees, Job Order Personnel and others referred by TESDAnS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Registration Form			Dormitory Manager	
2. Order of Payment			Dormitory Manager	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires room availability	1. Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
2.1. Fills out and submits Registration Form	2. Receives accomplished Registration Form and issues Order of Payment	None	5 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
3. Receives the Order of Payment and pays the dormitory fee	3. Accepts payment and issues Official Receipt	Rates may vary depending on the training center, but do not exceed these: Aircon Room: PHP400/ pax/day Non-Aircon Room: PHP 150/pax/day	1 Minute	<i>Cashier Administrator Office of the Administrator</i>



4. Presents the OR to the Dormitory Manager	4. Checks OR and provides room key	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
5. Checks in to designated room	5. Ensures completeness of amenities	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
		Rates may vary depending on the training center, but do not exceed these: Aircon Room: PHP400/ pax/day Non-Aircon Room: PHP 150/pax/day		
	TOTAL:		17 Minutes	

5. Issuance of Certificate of Training

Certificate of Training are issued/released to graduates after their completion of a TESDA registered training program.

Office or Division:	Office of the Administrator/Center Chief	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Graduates of the training program offered by the Training Center	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Request Form		Registrar's Office
2. Clearance		Registrar's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the request form and submits the requirements	1.1. Checks the authenticity and validity of the documents submitted	None	5 Minutes	<i>Registrar Administrator/Center Chief Office of the Administrator/Center Chief</i>
	1.2. Verifies/ Checks the name of the graduate in the Master list	None	20 Minutes	<i>Registrar Administrator/Center Chief Office of the Administrator/Center Chief</i>
2. Receives Certificate of Training and signs the Training Certificate Record Book	2. Releases Certificate of Training	None	5 Minutes	<i>Registrar Administrator/Center Chief Office of the Administrator/Center Chief</i>
	TOTAL:	None	30 Minutes	

6. Rental of Function Room

Functions Rooms at the TESDA Women's Center are rented by external clients.

Office or Division:	TESDA WOMEN'S CENTER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Online Reservation Form		Reservation Officer		
2. Order of Payment		Reservation Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the Online Reservation Form	1.1 Receives and confirms the accomplished Online Reservation Form	None	2 Minutes	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>



	1.2 Makes schedules and necessary coordination with the concerned personnel on the preparation of the Function Room reserved	None	5 Minutes	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	1.3 Issues Order of Payment	None	5 Minutes	<i>Reservation Officer</i>
2. Pays the Bill	2. Issues Official Receipt	None	5 Minutes	<i>Cashier, FASSU Head, Center Chief</i>
3. Uses the function room	3. Ensures completeness of amenities	<i>depends on the room/ amenities rented and time of usage</i>	<i>depends on the time of usage of room/ amenities</i>	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	TOTAL:	<i>depends on the room/ amenities rented and time of usage</i>	17 Minutes	



TESDA Training Centers Internal Services



1. Catering Services

Provision by TESDA Women's Center of catering services to TESDA Offices in the Central Office.

Office or Division:	Office of the Administrator/Center Chief			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	TESDA Offices in the Central Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Catering Request Form		Canteen Manager		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Catering Request Form	1.1 Receives Catering Request Form	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	1.2 Checks whether the requesting office has unsettled account.	None		<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	1.3.a. If with unsettled account, denies the catering request; or 1.3.b. if without, processes catering request.	None		<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	1.4. Prepares menu plan and computation of the cost of catering service based on prescribed pricing	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
2. Receives and agrees to the menu plan and catering service cost	2.1. Provides the menu plan and catering service cost	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>



	2.2. Endorses menu plan to the kitchen staff and service attendants	None	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
3. Receives catering services	3.1. Renders catering services	Based on agreed cost of catering services	5 Minutes	<i>Canteen Supervisor Center Chief Office of the Administrator/Center Chief</i>
	3.2. Prepares and issues billing statement for catering services rendered	None	Depends on the request of the client	<i>Canteen Supervisor Center Chief</i>
4. Pays the bill	4.1 Receives payment 4.2 Issues Official Receipt	None	5 Minutes	<i>Canteen Supervisor Center Chief</i>
	TOTAL:		25 Minutes	

2. Day Care Services

TESDA Women's Center provides Day Care Services during office/training hours to children of TESDA employees and TWC Trainees.

Office or Division:	TESDA WOMEN'S CENTER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	TESDA Employees and TWC Trainees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Registration Form		Day Care Worker		
2. Duly Accomplished Consent Form		Day Care Worker		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Registration and Consent Forms	1.1 Receives and confirms the Registration and Consent Forms	None	5 Minutes	<i>Day Care Worker, FASSU Head, Center Chief Office of the Center Chief</i>



	1.2 Discusses policies on special needs and restrictions of the child as indicated in the Consent Form	None	10 Minutes	Day Care Worker, FASSU Head, Center Chief Office of the Center Chief
2. Utilizes the Day Care Facility	2. Ensures safety and security of the child	None	1 Day	<i>Day Care Worker, FASSU Head, Center Chief Office of the Center Chief</i>
	TOTAL:	None	1 Day, 15 Minutes	

3. Dormitory Services

Selected TESDA Training Centers provide dormitory services to internal clients.

Office or Division:	TESDA WOMEN'S CENTER			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	TESDA offices, officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Registration Form		Dormitory Manager		
2. Order of Payment		Dormitory Manager		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires room availability	1. Answers queries and provides Registration Form	None	5 Minutes	<i>Dormitory Manager Administrator/Center Chief Office of the Administrator/Center Chief</i>
2. Fills out and submits Registration Form	2. Receives accomplished Registration Form and issues Order of Payment	None	5 Minutes	<i>Dormitory Manager Administrator/Center Chief Office of the Administrator/Center Chief</i>
3. Receives the Order of Payment and pays the dormitory fee	3. Accepts payment and issues Official Receipt	Rates may vary depending on the	1 Minute	<i>Cashier Administrator/Center Chief</i>



		training center, but do not exceed these: Aircon Room: PHP200/pax/day Non-Aircon Room: PHP 75/pax/day		Office of the Administrator/Center Chief
4. Presents the OR to the Dormitory Manager	4. Checks OR and provides room key	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
5. Checks in to designated room	5. Ensures completeness of amenities	None	3 Minutes	<i>Dormitory Manager Administrator Office of the Administrator</i>
	TOTAL:	Rates may vary depending on the training center, but do not exceed these: Aircon Room: PHP 200/day Non-Aircon Room: PHP 75/day	17 Minutes	

4. Issuance of Supplies Available on Stock

This service provides for the supplies and materials needed by the different offices for their day-to-day operations. National government agencies are mandated to buy their common supplies from the Procurement Service (PS-DBM). The supplies being procured from PS-DBM are based on the submitted Annual Procurement Plan (APP) of the various offices.



Office or Division:	Office of the Administrator of RTC/PTC			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Offices, officials and employees of the Regional/Provincial Training Center			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Requisition and Issue Slip (RIS) (1 original, 2 photocopy)		Office of the Administrator of RTC/PTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits RIS	1.1 Receives RIS	None	2 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	1.2 Checks if the requested items are included in the approved Annual Procurement Plan (APP) and if available on stock	None	10 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
2.a Receives the supplies requested; or	2.a If included in the APP and available on stock, issues supplies being requested; or	None	10 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
2.b Receives advice on the procurement of supplies	2.b If the supplies requested are neither included in the APP nor available on stock, returns the RIS to the requesting office for the preparation of Purchase Request (PR)	None	30 Minutes	<i>Supply Officer Administrator Office of the Administrator</i>
	TOTAL:		52 Minutes	

5. Procurement of Supplies, Equipment and Services

This service provides for the supplies, equipment and services needed by the different TESDA offices in the implementation of their programs, projects, and activities.



Office or Division:	Office of the Administrator of TESDA Training Center
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Offices, officials and employees of the Regional/Provincial Training Center

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Purchase Request (1 original, 2 photocopy)	Office of the Administrator of RTC/PTC
2. Request for Quotation (RFQ) with Price Quotation Form (PQF) (1 original)	Office of the Administrator of RTC/PTC
3. Abstract of Price Quotation (1 original, 1 photocopy)	Office of the Administrator of RTC/PTC
4. Purchase Order/Job Order (1 original, 3 photocopy)	Office of the Administrator of RTC/PTC
5. Inspection and Acceptance Report (IAR) (1 original, 2 photocopy)	Office of the Administrator of RTC/PTC
6. Requisition and Issue Slip (RIS) (1 original, 2 photocopy)	Office of the Administrator of RTC/PTC
7. Property Acknowledgement Receipt (PAR) (2 original)	Office of the Administrator of RTC/PTC
8. Inventory Custodian Slip (ICS) (2 original)	Office of the Administrator of RTC/PTC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits PR	1.1. Receives PR	None	2 Days	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.2. Checks if the requested items are included in the approved Annual Procurement Plan (APP)	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.3. Processes PR and checks completeness of specifications	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator



	1.4. Determines the Approved Budget for the Contract (ABC) through Price Monitoring	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.5. Prepares Request for Quotation (RFQ) with Price Quotation Form (PQF) once the ABC has been derived	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.6. Posts RFQ in the PhilGEPS, website of the Procuring Entity and at any conspicuous place in the premises if ABC is above Php50,000.00 (Deadline for submission of quotations may be extended thrice, if none or less than the required number of quotations is received (For Shopping – Sec. 52.1.b of the RIRR of RA 9184))	None	Average minimum: 6 Days Average maximum: 18 Days	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.7. Sends RFQ to at least three (3) suppliers	None	1 Day	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.8. Prepares Abstract of Price Quotations upon receipt of at least three (3) quotations within	None	2 Days	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator



	the prescribed deadline. For Small Value Procurement (SVP), receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.			
	1.9. Checks the completeness and validity of the documentary requirements of the supplier with the Lowest Calculated and Responsive Quotation.	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.10. Prepares Purchase Order/Job Order (PO/JO)	None		<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.11. Process the Obligation Request and Status (ORS)/ Purchase Order/Job Order	None	3 Days	<i>Financial Analyst</i> <i>Administrator</i> Office of the Administrator
	1.12 Provide the winning supplier copy of the approved PO/JO for conformity. Supplier/Service provider delivers goods within 7 days or services within 15 to 30 days	None	1 Day	<i>Supply Officer</i> <i>Administrator</i> Office of the Administrator
	1.13. Inspects and accepts deliveries	None	1 Day	<i>Inspector</i> <i>Supply Officer</i> <i>Administrator</i>



				Office of the Administrator
	1.14 Prepares RIS/ICS/PAR for the issuance of delivered goods / services to end-users/requesting office/s			Supply Officer Administrator Office of the Administrator
2. Receives goods/ services	2.1 Issues goods/ services to end-users/ requesting office/s	None	10 Minutes	Supply Officer Administrator Office of the Administrator
	(From the receipt of Purchase Request to the to the preparation of DV) TOTAL:	None	Average Minimum: 14 Days, 20 Minutes Average Maximum: 26 Days, 20 Minutes	

Procurement of Supplies, Equipment and Services is covered under RA 9184 and its Revised IRR.

Procurement of Supplies, Equipment and Services is qualified for Multi-Stage Processing

6. Rental of Function Room

Functions Rooms at the TESDA Women's Center are rented by internal clients.

Office or Division:	TESDA WOMEN'S CENTER	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	TESDA offices, officials and employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Online Reservation Form	Reservation Officer	
2. Order of Payment	Reservation Officer	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the Online Reservation Form	1.1 Receives and confirms the accomplished Online Reservation Form	None	2 Minutes	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	1.2 Makes schedules and necessary coordination with the concerned personnel on the preparation of the Function Room reserved	None	5 Minutes	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	1.3 Issues Order of Payment	None	5 minutes	<i>Reservation Officer</i>
2. Pays the Bill	2. Issues Official Receipt	None	5 Minutes	<i>Cashier, FASSU Head, Center Chief</i>
3. Uses the function room	3. Ensures completeness of amenities	<i>depends on the room/ amenities rented and time of usage</i>	<i>depends on the time of usage of room/ amenities</i>	<i>Reservation Officer, FASSU Head, Center Chief Office of the Center Chief</i>
	TOTAL:	<i>depends on the room/ amenities rented and time of usage</i>	17 Minutes	