



PROCEDURE:

STEPS	CLIENT	SERVICE PROVIDER	DURATION	FEES	PERSON RESPONSIBLE	FORMS
1	Present enrolment form marked registered from the registrar, together with photocopy of ID and the ID card	Receive the enrolment form, photocopy of ID Card and the ID card.	4 minutes	none	Perlita B. Manodon Marjorie C. Ricardo Library Staff on duty	Enrolment Form ID Card Photocopy of ID Card
2		Check the ID card if it is still in good condition				
3		Check enrolment for if marked registered from the OUR				
4	Return to the Registrar if the Form was not registered				OUR	
5	Return to Registrar for ID replacement if ID card is not in good condition	Give ID replacement form to be presented to the registrar				Request for ID replacement form
6		Attach validation sticker in the ID	5 minutes	None	Library Staff	Validated ID Card
Total Duration			9 minutes			
END OF TRANSACTION						