

**ADMINISTRATION DEPARTMENT
CAAP Central Office**

APPROVAL OF REQUEST TO LEASE AND/OR USAGE OF THE CAAP MULTI-PURPOSE COVERED COURT

Schedule of Availability of Service:
Monday – Friday (8:00 AM to 5:00 PM)
No Noonbreak

Who may avail of this Service:
Stakeholders

What are the requirements:

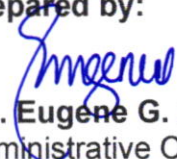
1. Letter request (3 copies) stating the following:
 - Intent/Purpose
 - Date and Time of activity
 - Subject/scope of activity
 - Number and name/s of participants
2. Photocopy of Identification Card/s (IDs) of participant/s
3. Fees: Php150.00/hour daytime
Php250.00/hour nighttime

HOW TO AVAIL OF THE SERVICE:

| Step | Client | Activity | Fees | Forms | Duration of Activity | Person in Charge |
|------|-------------------------------------------|----------------------------------------------------------------------|----------------------|----------------------|----------------------|------------------|
| 1 | Submit letter request to Admin Department | 1. Receive and record in the incoming logbook; forward to Admin Asst | | | 5 min | Office Assistant |
| | | 2. Check availability of the court | | | 15 min | Admin Assistant |
| | | 3. Prepare Request for OPS Form and endorsement to Finance Dept | Please refer to fees | Request for OPS Form | 5 min | Admin Assistant |
| 2 | Proceed to Finance Dept | 1. Receive and review | | | 5 min | Finance Officer |

| | | | | | | |
|-----------------------------------|-------------------------------------------------------------|---------------------------------------------------------|--------|-----------------------------|---------------------------|-----------------------------|
| | for the issuance of Oder of Payment Slip | endorsement | | | | In-Charge |
| | | 2. Prepare and issue Order of Payment Slip (OPS) | Varies | Order of Payment Slip (OPS) | 5 min | Finance Officer In-Charge |
| 3 | Receive OPS; Proceed to Collection for payment | 1. Receive OPS and payment; Issue Official Receipt (OR) | | Official Receipt | 5 min / transaction | Collection Officer On-Duty |
| 4 | Proceed to CAAP CSIS for the issuance of security clearance | 1. Receive request and endorsement | | | 5 min | CAAP CSIS Officer In-Charge |
| | | 2. Conduct security verification | | | 30 min | CAAP CSIS Officer In-Charge |
| | | 3. Issue security clearance | | | 3 min | CAAP CSIS Officer In-Charge |
| 4 | Receive security clearance | | | | | |
| TOTAL DURATION OF ACTIVITY | | | | | 1 hour 18 mins | |

Prepared by:


Ms. Eugene G. Parcasio
 Administrative Officer II

Approved by:


Ms. Aida S. Romulo
 Chief, Admin Department


Ms. Jocelyn L. Ching
 OIC, Admin and Finance Service