9. ISSUANCE OF LAPTOP AND POCKET WI-FI

This serves as a guide for laptop and pocket Wi-Fi issuance for currently enrolled students of QCU.

Office or Division:	Student Affairs Unit
Classification:	Simple
Type of Transaction:	G2C – government services transacting public
Who may avail:	Students of QCU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Pocket Wi-fi 1. Current QCU Registration Form 2. Pocket Wifi Borrowers Form	Student Download Forms – SASD FB Page
For Laptop 1. Processing Slip 2. Application Form 3. Notarized Usufruct Agreement 4. Copy of Depreciated Value of Laptop 5. Copy of Registration Form 6. Barangay Certificate of Residency 7. Student University ID 8. 2x2 picture of student and parent 9 Valid ID of parent	Download Forms – SASD FB Page Download Forms – SASD FB Page Download Forms – SASD FB Page Download Forms – SASD FB Page Student Student Student Student Student

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open QCU Website and click on the link of your request. Fill out the Google form with completeinformation.				
2. Wait for the reply of SASD through email or message	Contact the student to give schedule of releasing of laptop within 3 days.	none	Up to 3 days	SAU staff
3. Download Forms and Fill out all necessary information. Complete all other requirements needed.	Downloadable forms available at Student Affairs FB page	none		
4.Fill out the forms completely and submit all documents/requirements needed in borrowing a laptop from the SASD personnelin-charge on designated date/time/schedule. Please be reminded that incomplete requirements will not be entertained				

Step 1 Verification/validation	Verify/ validate of documents Validation on database record	None	2 minutes	SAU staff
Step 2 Encoding	Encode of Serial No. of unit to be released on the System database	None	3 minutes	Property Office staff in charge
Step 3 Checking	Check/ demonstrate unit if in good condition	None	4 minutes	MIS technician
Step 4 Picture taking	Take picture of the student with the unit received by the student	None	1 minute	SAU staff
Sign in logbook	Sign on the logbook for documentation			
	TOTAL:	None	8 to 10 minutes	