

2. Follow up to SASD within 3 days or the next day a. By phone b. Email c. Personal	2.1 Give feedback regarding the request	None	2 minutes	SAU staff
	<b>TOTAL:</b>	None	3 to 4 days	

## 7. LAPTOP AND POCKET WI-FI FOR RETURN

This serves as a guide in returning borrowed laptop and pocket Wi-Fi (for students included in the graduating class, or students who will not be continuing their studies)

<b>Office or Division:</b>	Student Affairs and Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – government services transacting public			
<b>Who may avail:</b>	Students of QCU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laptop & Pocket Wi-Fi Clearance Form		SASD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEESTO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Laptop & Pocket Wi-Fi Clearance Form	1.1 Check filled-out Laptop & Pocket Wi-Fi Clearance Form		4 minutes	SAU Staff
2. Proceed to MIS	Check the unit if it is working or in good condition.		10 minutes	MIS staff
3. Proceed to Property Office to surrender the unit.	Receive the unit in good working condition		5 minutes	Property Office staff
4. Proceed to OSAS	Secure database clearance and signature of the Head of SASD		2 minutes	SAU Staff and Head of SASD
5. Secure student copy of clearance	Issue copy of clearance to student		1 minute	SAU Staff
	<b>TOTAL:</b>	None	10 minutes	