



Republic of Philippines  
**MUNICIPALITY OF BAYAMBANG**  
Province of Pangasinan

(At the Municipal Library)

**HOW TO AVAIL OF OUR SERVICES**

- Borrowing and checking out of books/non-book materials
- Books and other reference materials can be borrowed for photocopy purposes only. A fine of P20.00/day will be charged for each book if found overdue.

<b>STEPS/ WHAT THE CLIENT SHOULD DO</b>	<b>WHAT OFFICE SHALL DO/TIME FRAME</b>	<b>PERSON IN CHARGE</b>
1. Register in the logbook.	Assist the client. <b>3 mins.</b>	Leonarda D. Allado
2. For photocopy purposes, fill out Xerox slip for a book you need to check out.	Assist the client in filling out card. <b>10 mins.</b>	Leonarda D. Allado
3. Check books and release borrowed books.	Check the book. Inform client about the date when the book (fiction/pocketbook) is to be returned. The book is then released. <b>5 mins.</b>	Leonarda D. Allado
Total Hour/Minutes:	<b>18 mins.</b>	
<b>TOTAL SERVICE TIME PER CLIENT 18 mins. END OF TRANSACTION</b>		



**8 KILOMETERS  
THE LONGEST BARBECUE**  
Bayambang, Pangasinan, Philippines  
April 4, 2014