



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

▪ **ACCESSING INTERNET/WIFI SERVICES**

<b>STEPS/WHAT THE CLIENT SHOULD DO</b>	<b>WHAT OFFICE SHALL DO/TIME FRAME</b>	<b>PERSON IN CHARGE</b>
1. Approach librarian and ask about availability of internet/wifi.	Check the availability of internet/wifi. <b>2 mins.</b>	Leonarda D. Allado
2. Register in the logbook. Register personal data in the logbook for record purposes.	Inspect the logbook. <b>3 mins.</b>	Leonarda D. Allado
3. Proceed to computer area.	Assist client with technical adjustments, printing needs and other queries. <b>5 mins.</b>	Leonarda D. Allado
<b>TOTAL HOUR/MINUTES:</b>	<b>10 mins.</b>	
<b>TOTAL SERVICE TIME PER CLIENT 10 mins. END OF TRANSACTION</b>		



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