



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

▪ **RETURNING OF BOOKS/LIBRARY MATERIALS**

STEPS/WHAT THE CLIENT SHOULD DO	WHAT OFFICE SHALL DO/TIME FRAME	PERSON IN CHARGE
1. Present the books borrowed and show the pages which were photocopied.	Check the book and return the ID card of the client. 5 mins.	Leonarda D. Allado
2. Return the book on the bookshelves.	See to it that the book(s) is properly returned to its shelf. 5 mins.	Leonarda D. Allado
TOTAL HOUR/MINUTES:	10 mins.	
TOTAL SERVICE TIME PER CLIENT 10 mins. END OF TRANSACTION		



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