



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
Province of Pangasinan

▪ **DOING RESEARCH/BROWSING THROUGH LIBRARY MATERIALS**

| STEPS/WHAT THE CLIENT SHOULD DO | WHAT OFFICE SHALL DO/TIME FRAME | PERSON IN CHARGE |
|---|--|-------------------------|
| 1. Present an identification card (school ID, PRC ID, driver's license, or any valid ID.) before starting to use the library materials. | Check the ID card. 3 mins. | Leonarda D. Allado |
| 2. Use the card catalog in looking for books. | Assist the client in using card catalog. 5 mins. | Leonarda D. Allado |
| 3. If preferred, request for more information from the librarian. | Grant request. 5 mins. | Leonarda D. Allado |
| TOTAL HOUR/MINUTES: | 13 mins. | |
| TOTAL SERVICE TIME PER CLIENT 13 mins. END OF TRANSACTION | | |



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