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| University of the Philippines Manila | ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES | Page 125<br>1/1   |
| CPDMO                                | PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION               | Revision No.<br>0 |
| SPACE RENTAL COMPUTATION             | APPLICATION FOR SPACE RENTAL AND UTILITIES                  | Effectivity Date: |

| Flowchart  | Description  | Person Responsible   |
|--|--|--|
| <pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST]     Step1 --&gt; Step2[2. ENDORSEMENT OF THE LETTER OF REQUEST]     Step2 --&gt; Step3[3. ISSUANCE OF SPACE AND UTILITY RENTAL COMPUTATION]     Step3 --&gt; Step4[4. PAYMENT OF RENTAL FEE]     Step4 --&gt; Step5[5. ISSUANCE OF PERMIT]     Step5 --&gt; End([End]) </pre> | <p>Submits Letter Request with recommendation from Dean/Director/Chief to OVCA. Submits list of equipment (if applicable) with wattage.<br/><i>Note: Should be guided by the updated Rental Fee Rates.</i></p> <p>Sends the Letter Request to CPDMO for computation of charges.</p> <p>Prepares Space and Utility Rental Computation.</p> <p>Pays rental Fee to UPM Cashier.</p> <p>Approves and issues Space Rental Permit.</p> | <p>Rentee</p> <p>VCA</p> <p>CPDMO</p> <p>Rentee</p> <p>VCA</p> |

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date: