



## Scheduling use of the BSTC Audio-Visual Room

### ABOUT THE SERVICES

The Bicol Science and Technology Centrum (BSTC) has an audio-visual room that may be used by government offices and agencies, non-government organizations, and private firms for meetings, seminars, and conferences. The AVR has a complete line of audio-visual equipment and is fully air-conditioned.

<b>Department / Office:</b>		<b>BICOL SCIENCE AND TECHNOLOGY CENTRUM</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any Client		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Booking Form for AVR Use (BSTC Form 02) – 2 copies</li> </ul>		<ul style="list-style-type: none"> <li>Bicol Science and Technology Centrum (BSTC)</li> </ul>		
<ul style="list-style-type: none"> <li>Other important requirement/s that may be required in compliance with the minimum and/or standard health and safety protocols currently implemented</li> </ul>		<ul style="list-style-type: none"> <li>Bicol Science and Technology Centrum (BSTC)</li> <li>From the visiting group/school and from concerned offices/agencies</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Booking/ Schedule Inquiry  Inquire about the availability of an Audio-Visual Room.	2. BSTC staff releases the form after confirming available date/s for the use of AVR.	None	2 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW I)
3. File Request.  Fill up the BSTC Form 02.	4. BSTC staff assist the requesting party in the filing of its request.	None	5 minutes	RAQUEL B. AREVALO Administrative Aide  HENRY P. DEMATERA Administrative Aide I (UW )
	5. Review and Recommendation  BSTC Administrator reviews the request, checks AVR availability, and recommends approval.	None	2 minutes	ERNANI B. SURON CGDH I Acting Head
6. Rental Fee Payment.	7. BSTC staff informs the requesting party to proceed to the City Treasurer's Office and pay the rental fee at	P2,000.00 per day (8-hour use)	5 minutes	RAQUEL B. AREVALO Administrative Aide



	the designated window.			
8. Request for Technical Assistance during the use of AVR.	9. BSTC staff is assigned to assist the user of AVR in the operation of audio-visual equipment and air-con unit/s.	None	5 minutes	HENRY P. DEMATERA Administrative Aide I (UW
<b>TOTAL</b>		P2,000.00	19 minutes	

**BICOL SCIENCE AND TECHNOLOGY CENTRUM**

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