



# ***CITIZEN'S CHARTER***

## ***Head Office Internal Services***

### ***2. Request for Uniform/Claiming of Uniform***

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LBRDC shall issue a uniform to the requesting employee and release it upon collection of the required fee from the requesting employee.

**Office/Division:** Personnel Unit

**Classification:** Simple

**Type of Transaction:** C2C – Citizen to Citizen

**Who may avail:** LBRDC Employees

## 2.Request for Uniform/Claiming of Uniform

### Checklist Requirements

Acknowledgment receipt sheet

LBRDC Official Receipt

### Where to Secure

LBRDC Office

LBRDC Office

## 2.Request for Uniform/Claiming of Uniform

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee will provide to HR Personnel the size of the uniform	Check the sizes available	None	10 Minutes	HR Personnel
2. Handing over the uniform	The employee will fill out the acknowledgment receipt sheet from LBRDC Head Office	None	5 Minutes	HR Personnel
3. Payment of Uniform to the LBRDC Cashier (for additional uniform)	LBRDC Cashier will issue an Official Receipt	₱ 290.00	10 Minutes	LBRDC Cashier
TOTAL		₱ 290.00	25 Minutes	