
	<b>EASTERN VISAYAS STATE UNIVERSITY</b>		
	Tacloban City		
	<b>PROCEDURE MANUAL</b>	Control No.	EVSU – QPM-
		Revision No.	00
		Effectivity Date	

**1. OBJECTIVES:** To create a clear process in providing technical advisory cum consultation for walk-in stakeholders

**2. SCOPE:** From walk-in clients to client's satisfaction

### 3. PROCESS FLOW

FLOW CHART	DESCRIPTION	RESPONSIBLE PERSON	DOCUMENTED INFORMATION
	Walk-in clients will always be treated with utmost regard and respect.	Extension/Office personnel	<b>None</b>
	The consultation log for extension stakeholders must always be present in the office to account the visitors and their consultation concerns <b>(1minute)</b>	Extension/Office personnel	<b>Consultation log</b>
	The extension personnel/official must see to it that concerns of the client is addressed and satisfied <b>( 20 minutes)</b>	Client, Extension Official/Personnel	<b>Photos and minutes of agreement</b>
	It a must that a client or a walk-in stakeholder who seeks for consultation must fill-up the client's satisfaction form as a feedback mechanism to be dropped to the assigned box. <b>( 1 minute)</b>	Client, Extension Official/Personnel	<b>Result of client's satisfaction survey</b>



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PHOTOCOPY