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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Management of Facilities |
| **QUALITY OBJECTIVE** | 3. 85% Timely processing of request for the use of function room within one (1) working day upon receipt. |
| **FREQUENCY OF MONITORING:** | Monthly |
| **PERIOD:** | Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Date** | **Total no of requests for the use of function room processed within one (1) working day upon receipt**  **(A)** | **Total no of requests for the use of function room received**  **(B)** | **Objective 3 Results**  **(A/B)\*100%** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **%** | **Met**  **>**  **85%** | **Unmet**  **<**  **85%** | **Remarks (Indicate reason if target is unmet)** |
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| Prepared By: | Reviewed By: | Approved By: |
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