



Department of Health  
**SAN LAZARO HOSPITAL**



**CITIZEN'S CHARTER  
 MANUAL**

DOCUMENT CODE:  
 CC – GSD-LLU – 001  
 (CC-DEPARTMENT-  
 SERIES NO.)  
 REVISION NO.  
 0  
 DATE EFFECTIVE  
 June 1, 2019

**DEPARTMENT: GSD-LINEN AND LAUNDRY UNIT**

**PROCESS 1: CURTAIN INSTALLATION**

**Schedule of Services:**

**Monday to Friday : 8:00am – 4:00pm**

**Services Provided to:**

**Offices**

**Requirements Needed:**

Assessment tool

Letter of Request

**Duration:**

1 hour-2 hours

Step	Activities	Forms	Fees	Response Time	Person Responsible
1	Prepare the curtains	N/A	N/A	30 mins.	LLU Staff
2	Arrange the curtains	N/A	N/A	30 mins	LLU Staff
3	Install the curtains	N/A	N/A	1 hour	LLU Staff
END OF TRANSACTION					