






PROCEDURE FOR SCHEDULING A MEETING

(with *Medical Certificate*)

NO.		PARTICULARS	PERSON IN-CHARGE
1		Email the copy of the <i>Medical Certificate</i> to CPU : inquiry@chinaphil.net	Client / Guest
2		Receptionist will forward a copy of the <u>completed</u> <i>Medical Certificate</i> together with the details of the meeting to the ORE Admin Office	CPU receptionist
3		Confirmation of the meeting by ORE Admin Office <i>via</i> email	ORE Admin
4		Send the following info to the guest <i>via</i> email, whatsapp, viber or text message <ul style="list-style-type: none"> ➤ Email confirmation ➤ ORE visitor guidelines ➤ CPU visitor guidelines ➤ Link for <i>Health Symptoms Questionnaire</i> 	CPU receptionist
5		On the scheduled date of the meeting, the liaison officer will meet the guest in the lobby of ORE and accompany him to the office	CPU liaison officer