



ACCOUNTING SERVICES-ASSESSMENT

COLLECTION OF DOWNPAYMENT AND VALIDATION OF ENROLLMENT

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**
Clients/Customers: **Students**
Requirement/s: **Assessment Form and Official Receipt of Payment**
Processing Time: **10 Minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Present Assessment Form and Cash Payment	Receives the Assessment Form and payment from client; Counts the amount of money received and informs the client of the amount received	1 – minute	None	Cashier	Assessment Form
2	Wait for the processing of the service	Checks record of client the manual file or electronic record; Reconciles with Assessment Form of client; Verifies amount of fees required as down payment. Checks if amount received from client is sufficient, if not, requires the client to make additional payments	1 - 3 minutes	None	Accounting Staff	None





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3	Wait for the processing of the service	Inputs payment on the system and prints Official Receipt	1 - 3 minutes	None	Cashier	Official Receipt
4	Receives the Statement of Account and signs on the logbook	Stamps Assessment Form of client with “ENROLLED”; Release copies of Assessment Form and Official Receipt of the client	1 - 3 minutes	None	Accounting Staff	None
End of Transaction						





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ISSUANCE OF EXAMINATION PERMITS

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**

Clients/Customers: **Students**

Requirement/s: **Assessment Form and Official Receipt of Payment**

Processing Time: **10 Minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment Form and Cash Payment	Receives the Assessment Form and payment from client; Counts the amount of money received and informs the client of the amount received	1 - minute	None	Cashier	Assessment Form
2	Wait for the processing of the service	Checks client's record in manual file or in electronic record, whichever applies; Verifies balance of fees required to be paid on the examination period; checks amount received from client's if sufficient; if not, instructs the client to make additional payment	1 - 3 minutes	None	Accounting Staff	None
3	Wait for the processing of the service	Inputs payment on the System and Prints Official Receipt; Signs the Official Receipt	1 - 3 minutes	None	Cashier	Official Receipt





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4	Receives Assessment Form, Examination Permit and Official Receipt	Assessment clerk look for the examination permit on file; Initials/signs on the permit and stamps "Exam Permit Issued" in the Assessment Form of client; Release Exam Permit, Assessment Form and Official Receipt	1 - 3 minutes	None	Accounting Staff	None
End of Transaction						





ACCOUNTING SERVICES-ASSESSMENT

SIGNING OF CLEARANCE (TRANSFEREES)

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**

Clients/Customers: **Graduating Students/ Graduates**

Requirement/s: **Clearance Form**

Processing Time: **5 Minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents duly filled out Clearance Form to the Assessment Clerk	Receives the Clearance Form and verifies electronic record. If with unpaid balance, instruct the client to pay the balance; If fully paid. Assessment Clerk initials on the form and presents to the Accountant for signature	1 - 3 minutes	None	Accounting Staff	Assessment Form
2	Wait for the processing of the service	Campus Accountant signs the Clearance	1 - minute	None	Campus Accountant	None
3	Receives the signed clearance	Release signed clearance	1 - minute	None	Campus Accountant	Official Receipt

End of Transaction





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SIGNING OF CLEARANCE (TERMINAL)

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**

Clients/Customers: **Graduating Students/ Graduates**

Requirement/s: **Clearance Form**

Processing Time: **5 Minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents duly filled out Clearance Form to the Assessment Clerk	Receives the Clearance Form and reconciles with electronic record or manual file. Verifies payment of graduation fee. If the graduate has unpaid balance, instruct him or her to pay the balance. If fully paid, assessment Clerk initials on the form and presents to the university Accountant for Signature	1 - 3 minutes	None	Accounting Staff	Assessment Form
2	Wait for the processing of the service	Campus Accountant signs the Clearance	1 - minute	None	Campus Accountant	None
3	Receives the signed clearance	Release signed clearance	1 - minute	None	Campus Accountant	Official Receipt

End of Transaction





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ISSUANCE OF CERTIFICATION

Schedule of Availability of Service: **8:00 am – 5:00 pm (Monday - Friday)**

Clients/Customers: **Students**

Requirement/s: **Assessment Form**

Processing Time: **14 minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment Form and/or ID and Cash Payment to the Assessment Clerk/ Collecting Officer	Receives the Assessment Form and Cash payment from student; Counts the amount of money received and informs the student of the amount received	1 – minute	None	Accounting Staff Cashier	Assessment Form
2	Wait for the processing of the service	Inputs payment on the system and prints Official Receipt; Initial/ Signs on the Official Receipts	1 – 3 minutes	None	Cashier	None
3	Wait for the processing of the service	Verifies records and prints Certification; Initials on the Certification and presents to the University Accountant for Signature	1 –5 minutes	None	Accounting Staff	
4	Wait for the processing of the service	Signs the Certification	1 – 3 minutes	None	Accounting Staff	Certification





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5	Receives copy of the certification and signs on logbook	Records the name of the client on the receiving logbook and issues certification	1 – 3 minutes	None	Accounting Staff	None
End of Transaction						





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PROCESSING OF DISBURSEMENT

Schedule of Availability of Service:

8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers:

Suppliers, Faculty, Administrative Staff and Student

Requirement/s:

Disbursement Voucher, Obligation Request and Supporting Documents

Processing Time:

32 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
3	Wait for the processing of the service	FMO reviews DV and supporting documents and signs Box A of Obligation Request to certify the legality, propriety documents; if not, prepares transmittal letter with comments; Forwards documents to Budget Assistant	1 – 10 minutes	None	Accounting Staff	None
4	Wait for the processing of the service	Budget Assistant presents DV and supporting documents to Budget Officer	1 – minute	None	Accounting Staff	None
5	Wait for the processing of the service	Budget Officer reviews documents and available allotment for the claim and signs Box B of Obligation Request to certify the availability of obligation; Detaches one copy of Obligation Request and the supporting documents to the Budget Assistant	1 – 5 minutes	None	Accounting Staff	None





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6	Wait for the processing of the service	Forwards Obligation Request and Supporting documents to Campus Accountant	1 – 2 minutes	None	Campus Accountant	None
7	Wait for the processing of the service	Receives Obligation Request and supporting documents from the Budget Office	1 – 2 minutes	None	Accounting Staff	None
8	Wait for the processing of the service	Performs initial review of the completeness of supporting documents and computes withholding tax to be deducted, if applicable. if incomplete, prepares transmittal letter to client for compliance of required documents	1 – 10 minutes	None	Accounting Staff	None
9	Wait for the processing of the service	If valid and complete, the accounting records the transaction in the logbook and assigns DV to the Campus Accountant for Signature	1 – 2 minutes	None	Campus Accountant	None
10	Wait for the processing of the service	Receives Disbursement Voucher and supporting documents; Signs Box A of Disbursement Voucher to certify availability of fund and completeness of supporting documents; Forwards Disbursement Voucher to Processing Clerk	1 – 10 minutes	None	Accounting Staff	Disbursement Voucher





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12	Wait for the processing of the service	Receives documents from Accounting Office	1 - 2 minutes	None	Cashier	None
13	Wait for the processing of the service	Verifies Cash Balance; Prepares Check and records on Cashbook; Attaches check to DV; Forwards the DV with check and other supporting documents to the Office of the Authorized Representative for Approval	1 – 3 minutes	None	Cashier	None
14	Wait for the processing of the service	Signs Box B of Disbursement Voucher and Check; Forwards to releasing staff	1 – 2 minutes	None	Campus Accountant	Disbursement Voucher
15	Wait for the processing of the service	Receives the approved Disbursement Voucher, check and supporting documents	1 – 2 minutes	None	Campus Accountant	None

End of Transaction

