

Republic of the Philippines Ungayan State Hniversity Sanchez Mira. Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines

Telefax nos. :(078)396-9918 Trunk lines : 01-07





BUSINESS SERVICES

ISSUANCE OF SCHOOL UNIFORM

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

Clients/Customers: **Students**

Requirement/s: **Official Receipt**

Processing Time: 3 Minutes

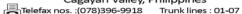
STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents the Official Receipt and Registration Form to Business Coordinator	Verifies if payment for school uniforms is included in the client's Official Receipt Refers to the Registration Form for the additional information if needed Check if items and sizes needed are available If available, issues Delivery Slips and items	3 minutes	None	Nelia P. Ilac	Official Receipt

End of Transaction





Republic of the Philippines Ungayan State Hniversity Sanchez Mira. Campus Manila North Road, Centro 2, Sanchez Mira 3518 Cagayan Valley, Philippines







BUSINESS SERVICES

SELLING OF ORGANIZATIONAL SHIRTS, BOOK AND OTHERS

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

Clients/Customers: Students, Employee, Suppliers, NGA's, NGO's and Partner Agencies

Requirement/s: Official Receipt, Delivery Slip

Processing Time: 1 - 2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Places/Orders item(s) to buy	Checks/verifies availability of item(s) ordered Issues Payment/Order Slip and directs the client to pay at the Cashier's Office	1 – 2 minutes	None	Nelia P. Ilac	Assessment of Fees/ Order of Payment
2	Presents the Official Receipt of payment to the Business Coordinator	Issues Delivery Slip and the item(s)	1 – minute ransaction*	None	Nelia P. Ilac	None

