

# CASHIERING SERVICES

## Cashiering Services COLLECTION OF FEES

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)  
8:00 am – 4:00 pm (Saturday as required)

Clients/Customers: Students and Outside Clients

Requirement/s: Assessment of Fees/Order of Payment

Processing Time: 3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment of Fees or duly accomplished Order of Payment	Receives Assessment of Fees/Order of Payment and fills out Official Receipt	1 – minute	None	Luciano Talamayan	Assessment of Fees/ Order of Payment
2	Pays amount indicated in the Assessment of Fees/Order of Payment	Receives the money and counts the payment	1 – minute	None	Luciano Talamayan	None
3	Receives Official Receipt/Change	Issues Official Receipt and gives the change (if necessary)	1 – minute	None	Luciano Talamayan	None
<b>*End of Procedure*</b>						

# CASHIERING SERVICES

## Cashiering Services

### RELEASING OF CASH

Schedule of Availability of Service:

8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers:

Students, Faculty Members, Administrative Staff and Outside Clients

Requirement/s:

School Identification Card for Students and any valid I.D. for other clients  
(Company I.D. Passport, Driver’s License, SSS, COMELEC, GSIS, Philhealth  
Postal I.D. and PRC License)

Processing Time:

2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents two valid IDs for outside clients and school I.D. for Faculty, administrative staff and Students	Requires clients to sign in the payroll	1 – minute	None	Luciano Talamayan	None
2	Receives money	Counts and releases money	1 – minute	None	Luciano Talamayan	None
<b>*End of Procedure*</b>						

# CASHIERING SERVICES

## Cashiering Services

### RELEASING OF CHECKS

Schedule of Availability of Service:

8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers:

Students, Faculty Members, Administrative Staff and Outside Clients

School Identification Card for Students and any valid I.D. for other clients

Requirement/s:

(Company I.D. Passport, Driver’s License, SSS, COMELEC, GSIS, Philhealth

Postal I.D. and PRC License)

Processing Time:

3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
<b>1</b>	Presents two valid ID’s for suppliers and school I.D. for faculty, administrative staff and students	Requires clients to sign the Received Payment box of the disbursement voucher	1 – minute	None	Luciano Talamayan	None
<b>2</b>	Issues Official Receipt (for Suppliers, Remittances and Billings)	Receives Official Receipt (for Suppliers, Remittances and Billings)	1 – minute	None	Luciano Talamayan	None
<b>3</b>	Receives check	Releases check	1 – minute	None	Luciano Talamayan	None

**\*End of Procedure\***