

Accounting - Assessment Service

SIGNING OF CLEARANCE (TERMINAL)

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

Client/Customers: Graduating Students / Graduates

Requirement/s: Clearance Form

Processing Time: 5 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents duly filled out Clearance Form to the Assessment clerk	Receives the Clearance Forms and reconciles with electronic record or manual life. Verifies Payment of Graduation fee. If the Graduate has unpaid balance. If fully Paid, Assessment clerk initials on the form and present to the University Accountant for Signature	1-3Minutes	none	Rick Tugad	Assessment Form
2	Waits for the Processing of the service	University Accountant signs the clearance	1 minute	none	Nancy E. Doniego	None
3	Receives the signed clearance	Releases signed clearance	1 minute	None	Rick Tugad	Official Receipt
End of Transactions						

Accounting - Processing Service

Processing of Disbursements

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

Client/Customers: Suppliers, Faculty, Administrative staff and Students

Requirement/s: Disbursement Voucher, Obligation Request and Supporting Documents

Processing Time: 32 Minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATI ON OF ACTIVIT Y	FEE	PERSON/S RESPONSIBLE	FORMS
1	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 and validity of the claim and supporting documents; If not, prepares transmittal letter with comments; Forwards document to Budget Assistant	1-10 Minutes	none	Nancy E. Doniego	Assessment Form
2	Waits for the Processing of the service	Budget Assistant presents DV and supporting documents to the Budget Officer	1 minute	none	Ruben Temura	None
3	Receives the signed clearance	Budget officer reviews documents and available allotment for the claim and signs Box B of Obligation Request to certify availability of obligation; Detaches one copy of Obligation Request and the supporting document to the Budget Assistant	1-5 minutes	none	Nancy E. Doniego	None
End of Transactions						

Accounting -Assessment Service

OTHER ASSESMENT FOR ADJUSTMENT OF ASSESMENT

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

Client/Customers: Students

Requirement/s: Request for adjustments

Processing Time: 10 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Fills up request for adjustment form; Submits to the Assessment Clerk	Receives the Clearance Forms and reconciles with electronic record or manual life. Verifies Payment of Graduation fee. If the Graduate has unpaid balance. If fully Paid, Assessment clerk initials on the form and present to the University Accountant for Signature	1-2 Minutes	none	Rick Tugad	Request for Adjustment form
2	Waits for the Processing of the service	Verifies request and approves the request form	1-3 minute	none	Nancy E. Doniego	None
3	Receives copy of approved Request Adjustments	Updates the adjustment on their respective ledger and stamps “ADJUSTED” on request form; Releases one copy of form to client	1-3 minute	None	Rick Tugad	Request for Adjustment form

End of Transactions

Accounting -Assessment Service

Issuance of Certification

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

Client/Customers: Students

Requirement/s: Assessment Forms

Processing Time: 14 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents Assessment Form and/or ID and Cash Payment to the Assessment Clerk/Collecting Officer	Receives the Assessment Form and payment from client; Counts the amount of money received and informs the client of the amount received	1 Minutes	none	Rick Tugad /Ruben Temura	Assessment Form
2	Waits for the Processing of the service	Inputs payment on the system and prints Official Receipt; Initials/Signs on the Official Receipt	1-3 minute	none	Rick Tugad /Ruben Temura	None
3	Waits for the Processing of the services	Verifies records and prints Certification; Initials on the Certification and presents to the University Accountant for Signature	1-5 minutes	none	Nancy E. Doniego	None
4	Waits for the Processing of the services	Signs the Certification	1-3 minutes	none	Nancy E. Doniego	Certification
5	Receives copy of the certification and signs the logbook	Records the name of the client on receiving logbook and issues certification	1-3 minute	none	Rick Tugad /Ruben Temura	None
End of Transactions						

Accounting -Assessment Service

Signing of Clearance (For Transferees)

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

Client/Customers: Transferees

Requirement/s: Clearance Form

Processing Time: 5 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents dully filled out Clearance Form to the Assessment clerk	Receives the Clearance Forms and verifies electronic record. If with unpaid balance, instructs client to pay the balance; If fully paid, Assessment Clerk initials on the form and presents to the Accountant signature	1-3 Minutes	none	Rick Tugad	Assessment form
2	Waits for the Processing of the service	University Accountant signs the clearance	1minute	none	Nancy E. Doniego	None
3	Receives the signed clearance	Releases the signed clearance	1minute	None	Rick Tugad	Official Receipt
End of Transactions						

Accounting -Assessment Service

COLLECTION OF DOWNPAYMENT AND VALIDATION OF ENROLMENT

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

Client/Customers: Students

Requirement/s: Assessment Form and Official Receipt of Payment

Processing Time: 10 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents Assessment Form and Cash Payment	Receives the Assessment Forms verifies and payment from the client; counts the amount of money received and informs the client of the amount received	1-3 Minutes	none	Rick Tugad	Assessment form
2	Waits for the Processing of the service	Checks record of client on the manual file or electronic record; Reconciles with Assessment Form of client; Verifies amount of Fees required as down payment. Checks if not, requires the client to make additional payments	1-3 Minutes	none	Luz B. Lim/ George C. Agpalza	None
3	Waits for the Processing of the service	Inputs payment on the system and prints Official Receipt ; Signs of Official Receipt.	1-3 Minutes	None	Luz B. Lim/ George C. Agpalza	Official Receipt
4	Receives the Statement of the account and sign on the logbook	Stamps Assessment Forms of client with “ENROLLED”; Releases copies of Assessment Forms and Official Receipt of Client	1-3 Minutes	None	Luz B. Lim/ George C. Agpalza	None
End of Transactions						

Medical Services

MEDICAL EXAMINATION

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

Client/Customers: Students

Requirement/s: Health Examination Profile

Processing Time: 15 Minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATI ON OF ACTIVIT Y	FEE	PERSON/S RESPONSIBLE	FORMS
1	Fills up the health Examination form	Assists the client in fillings up the health Examination Forms	5Minutes	none	Beverly Addun/ Ma. Angelita Rabanal	Health Examination Form
2	Subject himself/herself to physical examination	Gets vital signs	5Minutes	none	Beverly Addun/ Ma. Angelita Rabanal	None
3	Subject himself/herself further to physical examination	Conducts the physical examination	3 Minutes	None	Dr. Vivien E. Pagayatan	Official Receipt
4	Receives medical examination result	Provides medical examination result	1 Minutes	None	Dr. Vivien E. Pagayatan	None
5	If the patient is found to be positive of a certain illness, he or she will be referred to a specialist for further investigation and laboratory examination	Refers the patient a specialist	1 Minutes	None	Dr. Vivien E. Pagayatan	Referrall
End of Transactions						

Medical Services

ISSURANCE OF MEDICAL CERTIFICATE

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

Client/Customers: Students, faculty and administrative staff

Requirement/s: None

Processing Time: 5 Minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATI ON OF ACTIVIT Y	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assists the client in signing the logbook	1 Minutes	none	Beverly Addun/ Ma. Angelita Rabanal	Logbook
2	Subject himself/herself to medical examination	Conducts Medical Examinatio	5 Minutes	None	Dr. Vivien E. Pagayatan	None
3	Receives the Medical certificate	Issues medical certificate	1 Minutes	None	Dr. Vivien E. Pagayatan	Official Receipt
End of Transactions						

Medical Services

FIRST AID TREATMENT

Schedule of Availability of Service

8:00 am – 5:00 pm (Monday to Friday)

Client/Customers:

Students, faculty and administrative staff

Requirement/s:

None

Processing Time:

15 Minutes to 20 Minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATIO N OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assists the patient in signing the logbook	1 Minutes	none	Beverly Addun/ Ma. Angelita Rabanal	Logbook
2	Receives treatment	Provides the emergency treatment and nursing care	10 Minutes To 15 Minutes	None	Beverly Addun/ Ma. Angelita Rabanal	None
3	Receives health teaching from the provider	Provides the health teaching	3 Minutes	None	Dr. Vivien E. Pagayatan	None
4	If required, he or she is advised to comeback for a follow up check up.	If required, asks the patient to comeback for a follow up check up	1 Minutes	None	Beverly Addun/ Ma. Angelita Rabanal	None
End of Transactions						

Medical Services

MEDICAL CONSULTATION/COUNSELING

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

Client/Customers: Students, faculty and administrative staff

Requirement/s: None

Processing Time: 18 Minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATIO N OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Signs in the logbook	Assists in the signing of the logbook	1 Minutes	none	Beverly Addun/ Ma. Angelita Rabanal	Logbook
2	Verbalizes chief complaints	Asks series of questions pertaining to chief complaints of the patient	10 Minutes	None	Beverly Addun/ Ma. Angelita Rabanal	None
3	Receives initial dose of medicine for the temporary relief of symptoms or asks to come back for further consultation of symptoms persist	Dispenses initial dose of medicine or request the patient to go for further laboratory test/s of symptoms persist	2 Minutes	None	Beverly Addun/ Ma. Angelita Rabanal	None
4	Receives health teaching from the provider/s	Provides health teaching to the patient	5 Minutes	None	Beverly Addun/ Ma. Angelita Rabanal	None
End of Transactions						

Accounting -Assessment Service

ISSUANCE OF EXAMINATION PERMITS

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

Client/Customers: Students

Requirement/s: Assessment Form and Official Receipt of Payment

Processing Time: 10 Minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Presents Assessment Form and Cash Payment	Receives the Assessment Forms and payment from client; counts the amounts of money receive and informs the client of the amount receive.	1 Minutes	none	Luz B. Lim / George C. Agpalza/ Joshepine Advincula	Assessment form
2	Waits for the Processing of the service	Checks client's record in manual file or electronic record, which ever applies; verifies balance of fees required to be paid on the examination period; checks amount received from client's if sufficient; if not, instruct the client to make additional payment	1-3 Minutes	none	Rick Tugad	None
End of Transactions						