



BUSINESS Affairs Services

ISSUANCE OF GATE/ CAR PASS STICKER

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)
 Clients/Customers: Student, Employees and Stall Owners
 Requirement/s: Gate/ Car Pass Application Form
 Processing Time: 4 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents pertinent documents like Driver’s License, official Receipts and Certificate of Registration	Verifies the documents then issues order slip	1-2 – minute	None	GUARD ON DUTY	None
2	Pays to the Cashier’s Office	Issues Official Receipt	1 – minutes	P 100.00 (4-whell vehicles) P 50.00 (Tricycle and Single Motorcycle)	MYRA B. DULDULAO	Order Slip/ Official Receipts
3	Presents the Official Receipts of Payment	Issues delivery receipts and gate/ car pass	1 – minute	None	LAARNY C. REYES	Delivery Receipts
End Process						





BUSINESS SERVICES

BUSINESS Affairs Services ISSUANCE OF SCHOOL UNIFORM

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)
 Clients/Customers: Students
 Requirement/s: Official Receipt, Delivery Slip
 Processing Time: 3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents the official Receipts and Registration Form to Business Staff	<p>Verifies if payment for school uniforms is included in the client's Official Receipt</p> <p>Refers to the Registration Form for the additional information if needed</p> <p>Check if items and sizes needed are available</p> <p>If available, issues Delivery Slips and items</p>	2 – 3 minutes	None	LAARNY C. REYES	Registration Form/ Official Receipt
End Process						





BUSINESS SERVICES

BUSINESS Affairs Services

SELLING OF ORGANIZATIONAL SHIRTS, BOOKS AND OTHERS

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 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	LAARNY C. REYES	Assessment of Fees/ Order of Payment
2	Presents the Official Receipt of payment to the Business Staff	Issues Delivery Slip and the item(s)	1 – minute	None	LAARNY C. REYES	None
End of Procedure						

