

Republic of the Philippines
CAGAYAN STATE UNIVERSITY
PIAT CAMPUS



BUSINESS SERVICES

Business Affairs 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, Delivery Slip

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 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	BERNARD PALATTAO	Registration Form/ Official Receipt
End of Procedure						

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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	ARCIEL ALLAYBAN	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	BERNARD PALATTAO	None
End of Procedure						

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ISSUANCE OF GATE/ CAR PASS STICKER

Schedule of Availability of Service: 8:00 am – 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 Receipt and Certificate of Registration	Verifies the documents then issues order slip	1 – 2 minutes	None	ARCIEL ALLAYBAN	None
2	Pays to the Cashier's Office	Issues Official Receipt	1 – minute	P 100.00 (4-wheel vehicles) P 50.00 (Tricycle and Single Motorcycle)	ARCIEL ALLAYBAN TOMASA SIBAYAN	Order Slip/ Official Receipt
3	Presents the Official Receipt of Payment	Issues delivery receipt and gate/ car pass	1 – minute	None	ARCIEL ALLAYBAN	Delivery Receipt
End of Procedure						