



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						





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	None	Nelia P. Ilac	None
End of Transaction						

