

CASHIERING SERVICES

RELEASING OF CASH

Schedule of Availability of Service: 8:00 AM-5:00 PM (Monday to Friday)

Clients/Customer/s: 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

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Present 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	Mrs. Annabelle B. Oli	None
2	Receives Money	Counts and Releases Money	1 minute	None	Mrs. Annabelle B. Oli	None
END OF TRANSACTION						

RELEASING OF CHECKS

Schedule of Availability of Service: 8:00 AM-5:00 PM (Monday to Friday)

Clients/Customer/s: 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: 3 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Present two valid IDs 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	Mrs. Chona Barbosa	None
2	Issues Official Receipt (for Suppliers, Remittances and Billings)	Receives Official Receipt (for Suppliers, Remittances and Billings)	1 minute	None	Mrs. Chona Barbosa	None
3	Receives Check	Release Check	1 minute	None	Mrs. Chona Barbosa	None
END OF TRANSACTION						

COLLECTION OF FEES

Schedule of Availability of Service: 8:00 AM-5:00 PM (Monday to Friday)
8:00 AM-4:00 PM Saturday (as required)

Clients/Customer/s: Students and Outside Clients

Requirement/s: Assessment of Fees/ Order of Payment

Processing Time: 3 minutes

STEP	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON/S RESPONSIBLE	FORMS
1	Present Assessment of Fees or duly accomplished Order of Payment	Receives Assessment of Fees/Order of Payment and Fills out Official Receipt	1 minute	None	Mr. George Agpalza/ Mrs. Luz B. Lim	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	Mr. George Agpalza/ Mrs. Luz B. Lim	None
3	Receives Official Receipt/Change	Issues Official Receipt and gives the change (if necessary)	1 minute	None	Mr. George Agpalza/ Mrs. Luz B. Lim	None
END OF TRANSACTION						