



ACCOUNTING SERVICES - ASSESSMENT

Accounting-Assessment Services ISSUANCE OF EXAMINATION PERMITS

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
 Clients/Customers: Students
 Requirement/s: Assessment Form and Official Receipt of Payment
 Processing Time: 10 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment Form and Evidence Payment	Checks client's record and verifies balance of fees	1 - 3 minutes	None	ABIGAIL M. NARAG	Assessment Form
2	Wait for the processing of the service	Issues permit if payment is sufficient; if not, instructs the client to make additional payment	1 minute	None	ABIGAIL M. NARAG	None





ACCOUNTING SERVICES - ASSESSMENT

Accounting-Assessment Services

SIGNING OF CLEARANCE (TERMINAL)

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
 Clients/Customers: Graduating Students/ Graduates
 Requirement/s: Clearance Form
 Processing Time: 5 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents duly filled out Clearance Form to the Assessment Clerk	Receives the Clearance Form and reconciles with electronic record or manual file. Verifies payment of graduation fee. If the graduate has unpaid balance, instruct him or her to pay the balance. If fully paid, Assessment Clerk initials on the form and presents to the University Accountant for Signature	1 - 3 minutes	None	ABIGAIL M. NARAG	Assessment Form
2	Wait for the processing of the service	University Accountant Signs the Clearance	1 - minute	None	ABIGAIL M. NARAG	None
3	Receives the signed clearance	Release signed clearance	1 - minute	None	ABIGAIL M. NARAG	Official Receipt
End of Procedure						





ACCOUNTING SERVICES - ASSESSMENT

Accounting-Assessment Services

SIGNING OF CLEARANCE (TRANSFEREES)

Schedule of Availability of Services:

7:00 am –11:00 am 1:00pm - 5:00 pm (Monday – Friday)

Clients/Customers:

Graduating Students/ Graduates

Requirement/s:

Clearance Form

Processing Time:

5 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents duly filled out Clearance Form to the Assessment Clerk	Receives the Clearance Form and verifies electronic record. If with unpaid balance, instruct the client to pay the balance; If fully paid. Assessment Clerk initials on the form and presents to the Accountant for signature	1 - 3 minutes	None	ABIGAIL M. NARAG	Assessment Form
2	Wait for the processing of the service	Campus Accountant Signs the Clearance	1 - minute	None	WINIBETH L. SINCO	None
3	Receives the signed clearance	Release signed clearance	1 - minute	None	WINIBETH L. SINCO	Official Receipt
End of Procedure						

