



CAMPUS GUIDANCE AND COUNSELING CENTRE

BUSINESS SERVICES

Business Affairs Services

ISSUANCE OF SCHOOL UNIFORM

Schedule of Availability of Service: 7:00 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	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	2 – 3 minutes	None		Registration Form/ Official Receipt

End of Procedure

Vision

Transforming lives by educating for the best.

Mission

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production, and extension.

Core Values

Productivity, Accessibility, Compassion, Accountability, Relevance and Excellence





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SELLING OF ORGANIZATIONAL SHIRTS, BOOK AND OTHERS

Schedule of Availability of Service: 7:00 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	Prof. Emelyn S. Querobin	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	Prof. Emelyn S. Querobin	None

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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	Mr. Rogelio G. Bangayan	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)	Ms. Jocelyn C. Quilang	Order Slip/ Official Receipt
3	Presents the Official Receipt of Payment	Issues delivery receipt and gate/ car pass	1 – minute	None	Roy L. Morgado, DPLA	Delivery Receipt

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