### ISSUANCE OF GATE/ CAR PASS STICKER

**Schedule of Availability of Service:** 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)

**Clients/Customers:** Student, Employees and Stall Owners

**Requirement/s:** Gate/ Car Pass Application Form

**Processing Time:** 4 minutes

<table>
<thead>
<tr>
<th>STEPS</th>
<th>CLIENT/APPLICANT</th>
<th>TYPES OF FRONTLINE SERVICE</th>
<th>DURATION OF ACTIVITY</th>
<th>FEES</th>
<th>PERSON RESPONSIBLE</th>
<th>FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presents pertinent documents like Driver’s License, official Receipts and Certificate of Registration</td>
<td>Verifies the documents then issues order slip</td>
<td>1-2 – minute</td>
<td>None</td>
<td>GUARD ON DUTY</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Pays to the Cashier’s Office</td>
<td>Issues Official Receipt</td>
<td>1 – minutes</td>
<td>P 100.00 (4-wheel vehicles) P 50.00 (Tricycle and Single Motorcycle)</td>
<td>MYRA B. DULDULAO</td>
<td>Order Slip/ Official Receipts</td>
</tr>
<tr>
<td>3</td>
<td>Presents the Official Receipts of Payment</td>
<td>Issues delivery receipts and gate/ car pass</td>
<td>1 – minute</td>
<td>None</td>
<td>LAARNY C. REYES</td>
<td>Delivery Receipts</td>
</tr>
</tbody>
</table>

*End Process*
**BUSINESS SERVICES**

**ISSUANCE OF SCHOOL UNIFORM**

<table>
<thead>
<tr>
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</table>
| 1     | Presents the official Receipts 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 | LAARNY C. REYES | Registration Form/Official Receipt |

*End Process*

**Clients/Customers:** Students

**Requirement/s:** Official Receipt, Delivery Slip

**Processing Time:** 3 minutes

**Schedule of Availability of Service:** 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)

For inquiries/suggestions/comments, please email at: csu_lallo@yahoo.com

Mobile Numbers: 0908-499-8555 or 0917-872-0803
**BUSINESS SERVICES**

**BUSINESS Affairs Services**  
**SELLING OF ORGANIZATIONAL SHIRTS, BOOKS AND OTHERS**

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)  
Clients/Customer: Students, Employee, Suppliers, NGA’s, NGO’s and Partner Agencies  
Requirement/s: Official Receipt, Delivery Slip  
Processing Time: 1 - 2 minutes

<table>
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<tr>
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<th>DURATION OF ACTIVITY</th>
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<th>PERSON RESPONSIBLE</th>
<th>FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Places/Orders item(s) to buy</td>
<td>Checks/verifies availability of item(s) ordered. Issues Payment/Order Slip and directs the client to pay at the Cashier’s Office</td>
<td>1 – 2 minutes</td>
<td>None</td>
<td>LAARNY C. REYES</td>
<td>Assessment of Fees/Order of Payment</td>
</tr>
<tr>
<td>2</td>
<td>Presents the Official Receipt of payment to the Business Staff</td>
<td>Issues Delivery Slip and the item(s)</td>
<td>1 – minute</td>
<td>None</td>
<td>LAARNY C. REYES</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*