# Cashiering Services
## COLLECTION OF FEES

### Schedule of Availability of Service:
- 7:00 am – 5:00 pm (Monday - Friday)
- 7:00 am – 4:00 pm (Saturday as required)

### Clients/Customers:
- Students and Outside Clients

### Requirement/s:
- Assessment of Fees/Order of Payment

### Processing Time:
- 3 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 Assessment of Fees or duly accomplished Order of Payment</td>
<td>Receives Assessment of Fees/Order of Payment and fills out Official Receipt</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>Assessment of Fees/Order of Payment</td>
</tr>
<tr>
<td>2</td>
<td>Pays amount indicated in the Assessment of Fees/Order of Payment</td>
<td>Receives the money and counts the payment</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Receives Official Receipt/Change</td>
<td>Issues Official Receipt and gives the change (if necessary)</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*

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Prepared By:  
GLENDA S. JUAN  
CAMPUS CASHIER

Certified By: FLORENTE VICTOR M. BALATICO, Ph. D.  
CAMPUS EXECUTIVE OFFICER
# Cashiering Services

## RELEASING OF CASH

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

**Clients/Customers:**
- Students
- Faculty Members
- Administrative Staff
- 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

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<tr>
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<th>FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presents two valid IDs for outside clients and school I.D. for Faculty, administrative staff and Students</td>
<td>Requires clients to sign in the payroll</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan  Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Receives money</td>
<td>Counts and releases money</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan  Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*
Cashiering Services

**RELEASING OF CHECKS**

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

Clients/Customer:
- Students
- Faculty Members
- Administrative Staff
- Outside Clients
- 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

Requirement/s:

Processing Time: 3 minutes

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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Presents two valid ID’s for suppliers and school I.D. for faculty, administrative staff and students</td>
<td>Requires clients to sign the Received Payment box of the disbursement voucher</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Issues Official Receipt (for Suppliers, Remittances and Billings)</td>
<td>Receives Official Receipt (for Suppliers, Remittances and Billings)</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Receives check</td>
<td>Releases check</td>
<td>1 – minute</td>
<td>None</td>
<td>Glenda S. Juan, Divine Grace S. Teoxon</td>
<td>None</td>
</tr>
</tbody>
</table>

*End of Procedure*

Prepared By: Glenda S. Juan
Campus Cashier

Certified By: Florante Victor M. Balatico, Ph. D.
Campus Executive Officer