

ISSUANCE OF EXAMINATION PERMIT

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Accomplish the request form.	Verify the accomplished request form	2 minutes	Accounting Staff	None	Request Form
2	Present Certificate Of Registration (COR) and Official Receipt (OR).	Verify student's record against the COR and OR;	1 minute	Accounting Staff	None	None
		Print the Test Permit.				
3	Wait for the release of the request.	Issue the Test Permit.	1 minute	Accounting Staff	None	None

END OF TRANSACTION (TOTAL = 4 Minutes)