

**ISSUANCE OF EXAMINATION PERMIT**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
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)**