

ISSUANCE OF OFFICIAL RECEIPT (PAYMENT OF CERTIFICATES/STATEMENT OF ACCOUNTS)

| Step | Applicant/Client | Service Provider | Duration of Activity (Under Normal Circumstances) | Person in Charge | Fees | Form |
|-------------|--------------------------------------|---|--|-------------------------|-------------|------------------------|
| 1 | Fill-out the cashier's payment form. | Receive, Encode & Check the Student Number & the details of payment of the student. | 1 minute | Collecting Officer | None | Cashier's Payment Form |
| 2 | Pay the corresponding school fees. | Accept payments and issue Official Receipt. | 5 minutes | Collecting Officer | Amounts due | None |

END OF TRANSACTION (TOTAL = 6 Minutes)