

ISSUANCE OF OFFICIAL RECEIPT (TUITION FEES/MISCELLANEOUS FEES)

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)