

**ISSUANCE OF STATEMENT OF ACCOUNT (WALK-IN)**

<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.	Receive/review accomplished request form. Advise the client to pay the corresponding fee.	2 minutes	Accounting Staff	None	Request form
2	Pay to the Cashier the corresponding fee.	Process payment and issue Official Receipt (OR).	5 minutes	Cashier	25 pesos	None
3	Present Certificate Of Registration (COR) and Official Receipt (OR).	Verify data in the Computerized Enrollment System and print the Statement Of Account (SOA).	1 minute	Accounting Staff	None	None
4	Receive statement of account	Sign the Statement Of Account; Issue the Statement Of Account.	1 minute	Head of Accounting Unit; Accounting Staff	None	None

**END OF TRANSACTION (TOTAL = 9 Minutes)**