

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

Schedule of Availability of Service:

Monday – Friday

8:00am – 5:00pm (No Noon break)

#### Who may avail of the service:

1. All students of the University

#### What are the requirements:

1. Certificate of Registration

#### Duration:

6 minutes

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
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).	2 minutes	Cashier	25 pesos	Official Receipt
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	COR, OR
4	Wait for the release of the request.	Sign the Statement Of Account; Issue the Statement Of Account.	1 minute	Head of Accounting Unit; Accounting Staff	None	Statement Of Account

**END OF TRANSACTION (TOTAL = 6 Minutes)**

## ISSUANCE OF OFFICIAL RECEIPT (TUITION FEES/MISCELLANEOUS FEES)

Schedule of Availability of Service:

Monday – Friday

8:00am – 5:00pm (No Noon break)

Saturday (for Graduate School)

8:00am – 5:00pm (No Noon break)

### Who may avail of the service:

1. All students of the University

### What are the requirements:

1. Cashier's Payment Form
2. Certificate of Registration

### Duration:

2 minutes

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.	30 seconds	Collecting Officer	None	Cashier's Payment Form
2	Pay the corresponding school fees.	Receive & Check the money received from the client.	30 seconds	Collecting Officer	Amount due	Official Receipt
3	Receive & Check the Official Receipts for the transaction.	Print & Check the Official Receipts for the transaction.	1 minute	Collecting Officer	None	Official Receipt

**END OF TRANSACTION (TOTAL = 2 Minutes)**

**hv**

Schedule of Availability of Service:

Monday – Friday

8:00am – 5:00pm (No Noon break)

Saturday (for Graduate School)

8:00am – 5:00pm (No Noon break)

**Who may avail of the service:**

1. All students/alumni/tenants of the University

**What are the requirements:**

1. Cashier's Payment Form
2. Request Form

**Duration:**

2 minutes

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Fill-out the cashier's payment form and Request Form	Receive, Encode the client details & the amount due in the request from.	30 seconds	Collecting Officer	None	Cashier's Payment Form
2	Pay the corresponding school fees.	Receive & Check the money received from the client.	30 seconds	Collecting Officer	Amount due	Official Receipt
3	Receive & Check the Official Receipts for the transaction.	Print & Check the Official Receipts for the transaction.	1 minute	Collecting Officer	None	Official Receipt

**END OF TRANSACTION (TOTAL = 2 Minutes)**

**ISSUANCE OF EXAMINATION PERMIT**

Schedule of Availability of Service:

Monday – Friday

8:00am – 5:00pm (No Noon break)

**Who may avail of the Service:**

1. All officially enrolled students

**What are the Requirements:**

1. Certificate of Registration
2. Official Receipt

**Duration:**

4 minutes

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Accomplish the request form.	Receive/ Review the accomplished request form; Search the student's data in the computerized Enrollment System. If student has unpaid balance, advice student to pay his/her outstanding balance to the cashier.	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	COR and OR
		Print the Test Permit.				
3	Wait for the release of the request.	Issue the Test Permit.	1 minute	Accounting Staff	None	Test Permit

**END OF TRANSACTION (TOTAL = 4 Minutes)**

**APPLICATION AND ISSUANCE OF TRANSCRIPT OF RECORDS, HONORABLE DISMISSAL AND CERTIFICATION OF GRADES (WALK-IN)**

Schedule of Availability of Service:

Monday – Friday

8:00am – 5:00pm (No Noon break)

**Who may avail of the Service:**

1. All students except newly graduates

**What are the Requirements:**

1. Properly accomplished clearance form
2. Official Receipt
3. If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA)

**Duration:**

One (1) Hour and 11 Mins

Step	Applicant/Client	Service Provider	Duration of Activity under Normal Circumstances	Person in Charge	Fees	Form
1	Secure clearance form at the Registrar's Office.	Issue clearance form if the students form 137 was already forwarded by the school where he/she graduated in high school. In case the school has not complied yet, issue request for Form 137 and advise student to get said form.	2 minutes	Registrar's Staff at the Window.	None	Clearance form Request for Form 137, if necessary
2	Fill-in all the items in the clearance form & have it signed by the concerned offices.	Sign the form if applicant is free from any obligation.	30 minutes	Concerned Offices	None	Clearance form

3	Pay the corresponding fee at the Cashier's Office.	Process payment and issue Official Receipt of payment (OR).	2 minutes	Cashier's Staff	50.00/page TOR fee	Order of Payment/ Clearance form
4	Submit the duly accomplished clearance form, Form 137 (if advised to secure such) and OR of payment at the designated Registrar's window.	Receive accomplished clearance form, official receipt and form 137 if needed.	2 minutes	Registrar's staff at the window.	25.00-certification fee	
		The concerned evaluator will check, update and evaluate the record of the student, in case all the requirements were complied with.	30 minutes	Evaluator	None	None
5	Wait for the issuance of claim stub.	Review accomplished clearance form. Schedule the release of the request and issue the claim stub to the student/client. (Within 10 working days from the date of receipt, the requested record will be available except for newly graduates.) Forward to the concerned evaluator the aforementioned document and do what is being requested.	5 minutes	Registrar's staff at the window.	None	Claim Stub

**END OF TRANSACTION (TOTAL = 1 Hour and 11 Minutes)**

## ISSUANCE OF MEDICAL-DENTAL CERTIFICATE

Schedule of Availability of Service:

Monday – Friday

7:00am to 12:00nn. 1:00pm to 8:00pm (No Noon Break)

Saturday

7:30 am to 4:00 pm

### Who may avail of the Service:

1. All students of the University/Faculty and Non-Academic Personnel

### What are the Requirements:

1. Excuse letter from guardian or significant others
2. Valid I.D. of the guardian or significant others
3. School ID of the client

### Duration:

10 mins.

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Accomplish the request form and submit to the nurses on duty	Assess the client and verify / validate the requirements if present	2 minutes	Nurse, Physician and Dentist	None	Request form,
2	Proceed to the consultation area	Interview and examine the client. Provide medical diagnosis. Provide medical/dental treatment if needed Issue medical certificate	5 minutes	Physician/ Dentist	None	Medical/ Dental Certificate
3	Proceed to the nurse and record in the BSU enrollment system.	Carry out doctor/dentist orders if any  Log on computer for data base.	3 minutes	Nurse	None	None

**END OF TRANSACTION (TOTAL = 10 Minutes)**

