

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:

9 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).	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)

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:

6 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.	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)

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

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:

6 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.	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)

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.	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)

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 15 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	2 minutes	Registrar's Staff at the Window.	None	Clearance form
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).	5 minutes	Cashier's Staff	50.00/page TOR fee	None
4	Submit all necessary documents at the designated Registrar's window	Receive documents	2 minutes	Registrar's staff at the window.	25.00-certification fee	None
5	Receive the claim Stub	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
		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.)	5 minutes	Registrar's staff at the window.	None	Claim Stub
6	Claim the document	Release the requested documents	1 minute	Registrar's Staff at the window	None	None

END OF TRANSACTION (TOTAL = 1 Hour and 15 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	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	None
3	Proceed to the nurse and record in the BSU enrollment system.	Carry out doctor/dentist orders if any Log on computer for database.	3 minutes	Nurse	None	None

END OF TRANSACTION (TOTAL = 10 Minutes)