

OFFICE OF THE ACCOUNTING

Type of Service	Fees	Form/s	Processing Time/ Period	Person In-Charge
Certification as to Enrolment and Billing				
Procedure: 1. Pay at the Cashier's Office 2. Proceed to the Registrar's Officer and present proof of payment (Official Receipt) 3. Obtain CERTIFICATE OF ENROLMENT AND BILLING duly signed by the Registrar 4. Proceed to the Accounting Office and present the CERTIFICATE OF ENROLMENT AND BILLING for the countersignature of the Accountant 5. Receive CERTIFICATE OF ENROLMENT AND BILLING after signing in the logbook 6. End of Transaction	P 25.00		2 minutes (checking/ verifying of records) 1 minute (countersigning) 2 minutes	Accounting Staff Accountant Accounting Staff
Issuance of Statement of Account				
Procedure: 1. Pay at the Cashier's Office 2. Proceed to the Accounting Office and present School ID and proof of payment (Official Receipt) 3. Seek for the issuance of STATEMENT OF ACCOUNT 4. Receive the form after signing in the logbook 5. End of Transaction	P 25.00	Statement of Account	3 minutes (printing of the form) 1 minute (signing of the form) 1 minute	Accounting Staff Accounting Staff Accounting Staff

Certification as to clearance from outstanding balances as a prerequisite in applying for Official Transcript of Record (OTR)				
Procedure: 1. Proceed to the Registrar's Office and apply for copy of OTR 2. Obtain and accomplish the CLEARANCE FORM 3. Seek clearance of the required Offices 4. Proceed to the Accounting Office for the signing of clearance • If the applicant has outstanding balance, he/she will be required to settle his/her account • If no outstanding balance, the clearance is signed			1 minute (checking and verification) 1 minute	Accounting Staff Accounting Staff
Provide Information as to status of claims and payments				
Procedure: 1. Ask permission from the counter and state the nature of your concern 2. End of Transaction			5 minutes (verify from routing logbooks and book of accounts)	Accounting Staff