

# OFFICE OF THE CASHIERING

### 3. Title of Frontline Service: Disbursement of Salaries

Schedule of Availability: Every 15th and 30th day of the month  
 Who may avail of the service: Regular Employees & Instructors  
 What are the requirements: Employee's ID  
 Duration: 1 minute

Steps	Applicant/Client Activity	Service Provider/Unit/Division	Duration of the Activity	Person in Charge	Fees	Form(s)	Output form the Service Provider
1	Submits Daily Time Record	Gives Salaries/Pay envelopes	1 minute	Disbursing Officer/ Staff	None	None	Salaries Given

### 4. Title of Frontline Service: Releasing of Checks

Schedule of Availability: Monday-Friday  
 Who may avail of the service: Students, Employees & Suppliers, Contractors  
 What are the requirements: Valid ID's  
 Duration: 2 minutes

Steps	Applicant/Client Activity	Service Provider/Unit/Division	Duration of the	Person in Charge	Fees	Form(s)	Output form the Service Provider
1	Presents Valid Identification, submits Official receipts for payment of equipment, supplies & materials, meals & snacks, & Constructed	Release Checks	1 minute	Cashier/ Disbursing Officer/ Staff	None	None	Check/s Given/ Released

### 1. Title of Frontline Service: Collection of Tuition & Other Fees

Schedule of Availability: Upon Enrollment/Prelims, Midterms & Finals

Who may avail of the service: Students, Suppliers & Other Agencies

What are the requirements: Student ID's/Clearance Form/Activity Permit

Duration: 1 minute to 5 minutes

#### How to avail of the service

Steps	Applicant/Client Activity	Service Provider/Unit/Division	Duration of the Activity	Person in Charge	Fees	Form(s)	Output form the Service Provider
1	Presents Student ID/ Activity Permit/ Clearance	Prints and gives Official Receipts	1 minute	Collecting Officer/ Staff	Payment of required fees	Enrolment Form	Official Receipt Issued

### 2. Title of Frontline Service: Issuance of Examination Permit

Schedule of Availability: Prelims, Midterms & Finals

Who may avail of the service: Students

What are the requirements: Student ID's/Clearance Form

Duration: 1 minute to 5 minutes

#### How to avail of the service

Steps	Applicant/Client Activity	Service Provider/Unit/Division	Duration of the Activity	Person in Charge	Fees	Form(s)	Output form the Service Provider
1	Presents Student ID, clearance form for Finals & pay required fee for Prelims, Midterms & outstanding balance for Finals	Prints and gives Examination Permit	1 minute	Collecting Officer/ Staff	None	Clearance	Permit Issued