1. **SIGNING OF CLEARANCE**

Process in which students are freed from any accountabilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office/Division:** | Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | Students/Graduating Students/Graduates | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Terminal Clearance | | Citizen or Client | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present Terminal Clearance to the Assessment Clerk | 1.1 Receives the clearance form from students. | None | 5 minutes | Accounting Staff |
| 1.2 Verifies on the database if the student has no balance and has paid the graduation and alumni fee. | None |
| 1.3 If the student has an existing balance, inform the student to settle the balance at the Cashier's Office. | Full Payment |
| 1.4 If the student has no existing balance, the Assessment Clerk puts his initials on the clearance form and presents it to the Campus Accountant for signature. | None |
| 2. Wait for the processing of the service | 2.1 Campus Accountant Signs the clearance. | None | 1 minute | Accountant |
| 3. Receives the  signed clearance | 3.1 Releases signed clearance. | None | 1 minute | Accounting Staff |
| **TOTAL:** | | **None** | **7 Minutes** |  |

1. **ISSUANCE AND/OR RE-ISSUANCE OF STATEMENT OF ACCOUNTS AND ASSESSMENT FORM**

Process in which statement of account is issued to students reflecting assessed fees and payments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office/Division:** | Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | Students | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Request Form | | Citizen or Client | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fills out Request form. Pay the necessary fee at the Cashier’s Office | 1.1 Receives the Request form and Official Receipt from the Student. | PHP 30.00 | 2 minutes | Accounting Staff |
| 2. Wait for the processing of the service | 2.1 Checks the SOA/Assessment Form for any unusual entries. If none, print, then signs it. | None | 10 minutes | Accounting Staff |
| 2.2 If there are unusual entries, inquire from the student and Registrar. | None |
| 2.3 If unusual entries resolved, prints the SOA/Assessment Form. Then signs it. | None |
| 3. Receives the Assessment Form or Statement of Accounts | 3.1 Releases Assessment Form or Statement of Accounts to student. | None | 1 minute | Accounting Staff |
| **TOTAL:** | | **PHP 30.00** | **13 minutes** |  |

3. **VALIDATION OF ENROLLMENT**

Process of verifying if a student is assessed with correct fees, if the required amount of payment has been made by the student and issuance of the Assessment Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office/Division:** | Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | Students | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Enrollment Form | | Citizen or Client | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present Assessment Form to the Assessment Clerk | **FOR OPT – OUT STUDENTS**  1.1 Receives the Assessment Form that is duly signed by the Registrar. | None | 1 minute | Accounting Staff |
| 2. Wait for the processing of the service | 2.1 Reconciles details of Assessment Form and data in the Student Information and Accounting System (SIAS).  2.2 If the students’ details reconciled, request the student to pay to the Cashier the required amount of fees to be paid. If not Advise student to go to Registrar for his/her record to be edited. | None | 3 minutes | Accounting Staff |
| 3. Present Assessment Form and payment to the Cahier | 3.1 Pays in the Cashier full or partial payment of their fee. | Partial/Full Payment | 1 minute | Accounting Staff |
| 4. Present Assessment Form and Official Receipt to the Assessment Clerk | 4.1 Receives the Assessment Form and Official Receipt from the student. If proper fees are paid, affix signature and stamp “ENROLLED” on the Assessment Form of the student. | None | 1 minute | Accounting Staff |
| 5. Receives the Assessment Form and Official Receipt | 5.1 Releases Assessment Form and Official Receipt. | None | 1 minute | Accounting Staff |
| **TOTAL:** | | **None** | **7 Minutes** |  |

**4. PROCESSING OF STUDENT REFUNDS**

Process of refunding of overpayment made by the students due to erroneous/adjusted fees.

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| --- | --- | --- | --- | --- |
| **Office/Division:** | Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may avail:** | Students | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Request form and Official Receipt | | Citizen or Client | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fills out Request form and attach supporting documents and present it to the assessment clerk. | 1.1 Receives the request form together with supporting documents from the student. | None | 1 minute | Accounting Staff |
| 2.    2. Waits for the processing of the service | 2.1 Verifies validity of the claim. Checks completeness of supporting documents.  2.2 If claim valid and supporting documents complete, accepts documents and prepares and logs Disbursement Voucher.  2.3 If valid but with incomplete documents, inform students of the lacking documents.  2.2 If not valid, inform the student of the reason. | None | 10 minutes | Accounting Staff |
| **TOTAL:** | | **None** | **11 Minutes** |  |

**5. PROCESSING OF VOUCHERS**

Process the vouchers of suppliers/students/employees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office/Division:** | Accounting Office | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2B - Government to Business Entity  G2C – Government to Citizen  G2G - Government to Government | | | |
| **Who may avail:** | Students | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| * 1. Vouchers   2. Complete documents and signatures | | Supply Office  Students  Employees | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| * + 1. Submits voucher with complete documents and signatures | * 1. Check the completeness of the documents   2. Log the voucher | None | 5 minute | Accounting Staff |
|  | 2.   Process the voucher  2.1 If with incomplete documents, inform the client of the lacking document/s.  2.2 Sign and endorse the voucher to the Cashier’s office | None | 1 day | Accounting Staff |
| **TOTAL:** | | **None** | **1 day and 5 Minutes** |  |