

## 1. ASSESSMENT OF STUDENTS (ENROLLMENT)

This service is given to students to ensure that they have the proper assessment of fees and charges before admission/enrollment.

<b>OFFICE / DIVISION:</b>	Accounting Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C-Government to Citizen			
<b>WHO MAY AVAIL:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
Medical Clearance		Medical Unit		
Certificate of Registration/Payment		Registrar's Office		
Official Receipt		Cashier's Unit		
Order of Payment		Accounting Unit		
<b>CLIENT STEPS:</b>	<b>AGENCY ACTION:</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME:</b>	<b>PERSON RESPONSIBLE:</b>
1. Get a copy of Medical Clearance	1. Medical Unit issues Medical Clearance	None	3 minutes	Academy Physician/Staff from Medical Unit
2. Get a copy of Certificate of Registration/Payment Form	2. Registrar's Unit issues Certificate of Registration/Payment Form	None	3 minutes	Staff from the Registrar's Unit
3. Proceed to the Accounting Unit for the assessment of fees/charges	3. Accounting Unit issues the Student Assessment Fee Form	None	3 minutes	Admin Aide VI
4. Proceed to the Cash Unit for payment of fees/charges	4. Accept the payment based on the Assessment Fee Form  4.1 Issue the Official Receipt on actual cash payment/on-line payment	Fee varies, depending on the student's year level	3 minutes	Staff from the Cashier's Unit
4. Return to the Accounting Unit, fill-up the Certificate of Registration/Payment Form and GSIS Insurance Form	5. Get the Official Receipt and secure a copy.	None	5 minutes	Admin Aide VI
5. Submit fully accomplished Certificate of Registration/Payment and GSIS Insurance Form in the Accounting Unit	6. Check the correctness of data in the forms and sign the Certificate of Registration.	None	2 minutes	Admin Aide VI
<b>TOTAL:</b>		Fee varies, depending on the student's year level	<b>19 minutes</b>	

## 2. ASSESSMENT OF STUDENTS (CLEARANCE)

This service is given to students to ensure that they have no outstanding balance in the academy.

<b>OFFICE / DIVISION:</b>	Accounting Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C-Government to Citizen			
<b>WHO MAY AVAIL:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
Clearance Form		Registrar's Office		
Official Receipt (if any)		Cashier's Unit		
<b>CLIENT STEPS:</b>	<b>AGENCY ACTION:</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME:</b>	<b>PERSON RESPONSIBLE:</b>
<b>A. For students with no outstanding balance</b>				
1. Get a Clearance Form at the Registrar's office.	1. Issue Clearance Form	None	2 minutes	Staff from the Registrar's Office.
2. Proceed to Accounting Unit for signature	2. Get the Clearance Form, check the records of payment.  2.1 Sign the Clearance Form if no outstanding balance.	None	3 minutes	Admin Aide VI
<b>TOTAL:</b>			<b>5 minutes</b>	
<b>B. For students with outstanding balance</b>				
1. Get a Clearance Form at the Registrar's office.	1. Issue Clearance Form	None	2 minutes	Staff from the Registrar's Office.
2. Proceed to Accounting Unit for processing of clearance	2. Get the Clearance Form, check the records of payment. 2.1 Issue Student Assessment Fee Form	None	3 minutes	Admin Aide VI
3. Pay the required fees/charges at the Cashier's Office	3. Accept the payment based on the Student Assessment Fee Form 3.1 Issue the Official Receipt	Based on Outstanding Balance of student	5 minutes	Staff from the Cashier's Office
4. Return to the Accounting Unit for signature	4. Check the Official Receipt and record for future reference.  4.1 Sign the Clearance Form	None	5 minutes	Admin Aide VI
<b>TOTAL:</b>		<b>Based on</b>	<b>15 minutes</b>	

	<b>Outstanding Balance of student</b>		
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### 3. ISSUANCE OF CERTIFICATION OF FEES

Certification of Fees is issued to students for the application of Scholarship Programs to their respective Local Government Units.

<b>OFFICE / DIVISION:</b>	Accounting Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C-Government to Citizen			
<b>WHO MAY AVAIL:</b>	Students			
<b>CHECLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
Official Receipt		Cashier's Office		
<b>CLIENT STEPS:</b>	<b>AGENCY ACTION:</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME:</b>	<b>PERSON RESPONSIBLE:</b>
1.Students sign in in the Accounting Unit Request Form	1. Assist the student on what to write in the request form.	None	2 minutes	Admin Aide VI
2. Proceed to the Cashier's Office to pay the required fee.	2.Issue the Official Receipt	PHP50.00	2 minutes	Staff from the Cashier's Office
3.Return to the Accounting Unit for the processing and release of Certification	3.1 Check the Official Receipt 3.2 Issue the Certification	None	5 minutes	Admin Aide VI
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>9 minutes</b>	

#### 4. ISSUANCE OF TAX CERTIFICATE

Tax certificate is issued to the supplier that serves as their official receipt for the tax withheld for the goods delivered and services rendered.

<b>OFFICE / DIVISION:</b>	Accounting Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C-Government to Citizen			
<b>WHO MAY AVAIL:</b>	Suppliers of Goods and Services/Contractors of Government Projects			
<b>CHECLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
Disbursement Voucher		Accounting Unit		
Check/ LDDAP		Accounting Unit		
<b>CLIENT STEPS:</b>	<b>AGENCY ACTION:</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME:</b>	<b>PERSON RESPONSIBLE:</b>
1. Client proceeds to the Accounting Unit for issuance of Tax Certificate.	1. Office Clerk prepares the Tax certificate from the data on Disbursement Voucher and Check/ LDDAP and forward to Accountant for signature.	None	7 minutes	Accounting Clerk
2.Signs two (2) copies of Tax Certificate	2. Office Clerk records the tax certificate in the log book.  2.1 Issue the tax certificate	None	3 minutes	Accounting Clerk
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	