

**VIII. FINANCE OFFICE
FRONTLINE SERVICES**

1. FINANCE OFFICE FRONTLINE SERVICE : ASSESSMENT AND COLLECTION OF TUITION AND MISCELLANEOUS FEES DURING ENROLLMENT
TOTAL RESPONSE TIME : 6 MINUTES

Step by step procedure		Duration	Fees	Requirements	Responsible Person
Client	Service Provider				
1.Presents duly accomplished enrolment form.					
	2. Review and assess fees.	5 mins	N/A	Duly accomplished enrolment form from the registrar's office	Jingkilyn Gasmuña
3. Submits duly assessed enrollment form for payment of fees.					Milagros Collado
	4. Prepares official receipt	1 min	Based on assessed fee	Duly accomplished assessment form	
END OF TRANSACTION					

2. FINANCE OFFICE FRONTLINE SERVICE : COLLECTION OF FEES**

TOTAL RESPONSE TIME : 6 MINUTES

Step by step procedure		Duration	Fees	Requirements	Responsible Person
Client	Service Provider				
1. Presents request slip to the collecting officer					
	2. Assess the amount to be paid.	5 mins	N/A	Request slip from the Registrar's Office	Milagros Collado
3. Pays the amount assessed					Milagros Collado
	4. Prepares official receipt	1 min	Based on assessed fee		Milagros Collado
5. Client receives official receipt as proof of payment					
END OF TRANSACTION					

**Fees for the following:

1. Certifications	25.00
2. Completion of Grades	40.00
3. Diploma	100.00
4. Diploma Seal	25.00
5. Diploma Authentication	25.00
6. Form 137-A	50.00
7. Form 137-A Authentication	25.00
6. True Copy of Grades	25.00
7. Transfer Credentials	
- Certification of Good Moral Character	25.00
- Certification of Grades	25.00
- Official Transcript of Records	50.00/page
- Honorable Dismissal	25.00