



ACCOUNTING OFFICE

Republic of the Philippines
 CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental

SERVICE: ASSESSMENT OF STUDENT'S ACCOUNTS

SCHEDULE: Monday-Friday (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students, Scholarship coordinators, Parents, etc.

REQUIREMENTS: Student's Identification card, Student's Enrollment Form and/Clearance

PROCESSING TIME: 3 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Client presents ID, enrollment form/clearance or other documents/requirements	Receives the Identification presented by the client. Checks the student's ledger of client's account balance. If none, signs the clearance. If with account, provides assessment.	2 minutes	None	Assessment In-charge	Identification Card, Accomplished Enrolment form/Clearance
2	Receives the Statement of Account and identification/documents to the In-charge	Gives the Statement of Account and other documents presented by the client.	1 minute	None	Assessment In-charge	
-----END OF TRANSACTION-----						