



**BUSINESS Affairs Services**

**ISSUANCE OF GATE/ CAR PASS STICKER**

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)  
 Clients/Customers: Student, Employees and Stall Owners  
 Requirement/s: Gate/ Car Pass Application Form  
 Processing Time: 4 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents pertinent documents like Driver's License, official Receipts and Certificate of Registration	Verifies the documents then issues order slip	1-2 – minute	None	GUARD ON DUTY	None
2	Pays to the Cashier's Office	Issues Official Receipt	1 – minutes	P 100.00 (4-whell vehicles) P 50.00 (Tricycle and Single Motorcycle)	MYRA B. DULDULAO	Order Slip/ Official Receipts
3	Presents the Official Receipts of Payment	Issues delivery receipts and gate/ car pass	1 – minute	None	MR. LAURO J. JULIAN	Delivery Receipts
<b>*End Process*</b>						





**BUSINESS SERVICES**

**BUSINESS Affairs Services**  
**ISSUANCE OF SCHOOL UNIFORM**

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)  
 Clients/Customers: Students  
 Requirement/s: Official Receipt, Delivery Slip  
 Processing Time: 3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents the official Receipts and Registration Form to Business Staff	Verifies if payment for school uniforms is included in the client’s Official Receipt  Refers to the Registration Form for the additional information if needed  Check if items and sizes needed are available  If available, issues Delivery Slips and items	2 – 3 minutes	None	LAARNY C. REYES	Registration Form/ Official Receipt
<b>*End Process*</b>						





## BUSINESS SERVICES

### BUSINESS Affairs Services

### SELLING OF ORGANIZATIONAL SHIRTS, BOOKS AND OTHERS

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)  
 Clients/Customers: Students, Employee, Suppliers, NGA’s, NGO’s and Partner Agencies  
 Requirement/s: Official Receipt, Delivery Slip  
 Processing Time: 1 - 2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Places/Orders item(s) to buy	Checks/verifies availability of item(s) ordered Issues Payment/Order Slip and directs the client to pay at the Cashier’s Office	1 – 2 minutes	None	LAARNY C. REYES	Assessment of Fees/ Order of Payment
2	Presents the Official Receipt of payment to the Business Staff	Issues Delivery Slip and the item(s)	1 – minute	None	LAARNY C. REYES	None

**\*End of Procedure\***





Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
*Sta. Maria, Lal-lo, Cagayan*

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For inquiries/suggestions/comments,  
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