



CAMPUS GUIDANCE AND COUNSELING CENTRE

CASHIERING SERVICES

**Cashiering Services
 COLLECTION OF FEES**

Schedule of Availability of Service: 7:00 am – 5:00 pm (Monday - Friday)
 7:00 am – 4:00 pm (Saturday as required)

Clients/Customers: Students and Outside Clients

Requirement/s: Assessment of Fees/Order of Payment

Processing Time: 3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment of Fees or duly accomplished Order of Payment	Receives Assessment of Fees/Order of Payment and fills out Official Receipt	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	Assessment of Fees/ Order of Payment
2	Pays amount indicated in the Assessment of Fees/Order of Payment	Receives the money and counts the payment	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None
3	Receives Official Receipt/ Change	Issues Official Receipt and gives the change (if necessary)	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None

End of Procedure

Vision

Transforming lives by educating for the best.

Mission

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production, and extension.

Core Values

Productivity, Accessibility, Compassion, Accountability, Relevance and Excellence





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CASHIERING SERVICES

Cashiering Services
RELEASING OF CASH

Schedule of Availability of Service: 7:00 am – 5:00 pm (Monday - Friday)
 Clients/Customers: Students, Faculty Members, Administrative Staff and Outside Clients
 Requirement/s: School Identification Card for Students and any valid I.D. for other clients
 (Company I.D. Passport, Driver’s License, SSS, COMELEC, GSIS, Philhealth
 Postal I.D. and PRC License)
 Processing Time: 2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents two valid IDs for outside clients and school I.D. for Faculty, administrative staff and Students	Requires clients to sign in the payroll	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None
2	Receives money	Counts and releases money	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None

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CASHIERING SERVICES

End of Procedure

Cashiering Services

RELEASING OF CHECKS

Schedule of Availability of Service:

7:00 am – 5:00 pm (Monday - Friday)

Clients/Customers:

Students, Faculty Members, Administrative Staff and Outside Clients

School Identification Card for Students and any valid I.D. for other clients

Requirement/s:

(Company I.D. Passport, Driver's License, SSS, COMELEC, GSIS, Philhealth

Postal I.D. and PRC License)

Processing Time:

3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents two valid ID's for suppliers and school I.D. for faculty, administrative staff and students	Requires clients to sign the Received Payment box of the disbursement voucher	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None
2	Issues Official Receipt (for Suppliers, Remittances and Billings)	Receives Official Receipt (for Suppliers, Remittances and Billings)	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None

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3	Receives check	Releases check	1 – minute	None	Glenda S. Juan Divine Grace S. Teoxon	None
End of Procedure						

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