



➤ Payment of School Fees and Other Payments

1. Payment thru Cash

This service includes collection of payments for school fees such as tuition fee, laboratory, miscellaneous, field/industrial practice, related learning experience (RLE), dormitory, late registrations, requested subject (summer class) and payment for part-time instructor (requested) thru cash. It also includes collection of other payments such as registrar services (issuance of TOR, I.D. lace, certification, etc.) and bill of accounts from the different department/unit of the university.

Office/Divide	Cash Office
Classification	Simple
Type of Service	O2C – Government
Who may avail	All

Cash Office

Payment of School Fees and Other Payments

Assessment Slip/Exam Permit Billing Statement	Department/College Accounting Office (for reprinting of assessment slip/exam permit) Registrar Office & other concerned offices			
WORKING STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (working days)	PERSON RESPONSIBLE
1. Send the assessment statement pertaining exam permit to the personnel in Window 2 and/or Window 4	1.0 Receives the assessment slip/exam permitting statement and check his/her account in the currents one system	None	2 minutes (depending on the number of correction)	Collecting Officer/Assistant Collecting Officer
	1.1 Asks for the payment			