



CAVITE STATE UNIVERSITY – CCAT CAMPUS

CASHIER'S OFFICE

External and Internal Services



2. Collection of Fees				
This procedure shows how the Cahier’s Office collect fees, charges and other assessments from departments, bureaus, offices and other agencies.				
Office or Division:	Cashier’s Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request slip			Concerned unit	
Registration Form			Student	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present completely filled-out request form, registration form and admission form and etc.	1.1 Evaluate registration form and other requirements as to completeness and accuracy.	None	1 Minute	<i>Cashier/ Collecting Officer</i>
2. Pay the corresponding amount of a certain transaction.	2.1 Issue Official Receipt.	None	2 Minute	<i>Cashier/ Collecting Officer</i>
3. Pay tuition and miscellaneous fees.	3.1 Issue Official Receipt			
4. Pay other Fees:	4.1 Issue Official Receipt	Php. 10.00	1 Minute	<i>Cashier/ Collecting Officer</i>
<ul style="list-style-type: none"> ○ Authentication of TOR/Diploma ○ Authentication and 		Php. 20.00	1 Minute	



<ul style="list-style-type: none"> Verification (CAV) ○ Completion ○ Official Transcript of Record Certificates: ○ Good Moral ○ Grades ○ Honorable Dismissal ○ Testing/Application Fee (LSHS AND TCP) ○ Thesis Adviser Fee and Technical Fee ○ English Critic Fee 		<ul style="list-style-type: none"> Php 10.00/ unit Php 25.00/ page Php 15.00 Php 10.00 Php 20.00 Php 150.00 Php 2,300.00 Php 15.00/ page 	<ul style="list-style-type: none"> 1 Minute 2 Minutes 1 Minute 1 Minute 1 Minute 2 Minutes 2 Minutes 2 Minutes 	
<p>5. Remit collections from Income Generating Projects.</p>	<p>5.1 Issue Official Receipt.</p>	<p>Cash/ Installment</p>	<p>2 Minutes</p>	<p><i>Cashier/ Collecting Officer</i></p>
	<p>TOTAL:</p>	<p>Depending on the transaction</p>	<p>Within 5 Minutes per transaction</p>	