



ACCOUNTING OFFICE CITIZEN’S CHARTER

1. Title of Frontline Service

Schedule of Availability of Service

Contact Person

Who may avail of the service?

What are the Requirements:

Duration

Fees/Charges
- :Issuance of Statement of Accounts

:Mondays-Fridays 8:00AM-5:00PM

:Cashier/Cashier Clerk and Accountant/Accounting Clerk

:Students

:ID

:15 minutes

:P50.00 certification fee

How to avail of the service?

Step	Applicant/Client	Service Provider	Duration of Activity	Person In charge	Fee	Form/ document
1.	Present ID (with authorization letter if claimant is not the payee) and inform the cashier of the purpose of certification	Inspect ID and authorization letter	1 minute	Cashier/Cashier Clerk	None	ID/Authorization letter
2.	Payment of certification fee	Issuance of Official Receipt	3 minutes	Cashier/Cashier Clerk	P50.00	Official Receipt
3.	Claim the certification by presenting OR	Print the statement of account from the PWEBBS	10 minutes	Accountant/Accounting Clerk	None	Certification
4.	Sign the logbook of issued certifications	Inspect ID and have the claimant sign the logbook	1 minute	Accountant/Accounting Clerk	None	Logbook
		END OF TRANSACTION				

Prepared by:

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Accountant I

