

ACCOUNTING OFFICE

Title of Frontline Service	:	Enrollment of first year undergraduate students
Schedule of Availability of Service	:	As scheduled in the University calendar, 8:00 a.m. to 5 p.m.
Contact Persons	:	OCR personnel/Accounting Office
Clients Who May Avail of the Service	:	Incoming first year students, transferees
Requirements	:	Enrollment Form
Duration	:	10 minutes
Fees	:	None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)
Steps to Avail of the Service	:	

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/Other Requirements
1	Submit required documents	Accept and check documents, issue enrollment form	10 minutes	OCR personnel	None	For SHS graduates, original SHS report card, permanent record, certificate of good moral character, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope For transferees, original TOR, certificate of honorable dismissal, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope
2	Fill out enrollment form and submit it to the Accounting Office for assessment of fees	Assess fees	10 minutes	Accounting Office personnel	None	Enrollment form
3	Proceed to the Cashier's Office for "zero tuition" tagging	Tag enrollee	5 minutes	Cashier	None	Enrollment form
4	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enrollment form
END OF TRANSACTION						

Title of Frontline Service : Enrollment of second year to fourth year undergraduate students
Schedule of Availability of Service : As scheduled in the University calendar, 8:00 a.m. to 5 p.m.
Contact Persons : OCR personnel/Accounting Office
Clients Who May Avail of the Service : Second year to fourth year undergraduate students
Requirements : Clearance slip, pre-enrollment form
Duration : 10 minutes
Fees : None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)
Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/Other Requirements
1	Submit clearance slip and pre-enrollment form	Receive and check clearance slip and pre-enrollment form, enlist subjects, pass forms to the Accounting Office	10 minutes	OCR personnel	None	Clearance slip and pre-enrollment form
2		Assess fees	10 minutes	Accounting Office personnel	None	Clearance slip and pre-enrollment form
3		Tag enrollee	5 minutes	Cashier	None	Clearance slip and pre-enrollment form
4	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Clearance slip and pre-enrollment form
END OF TRANSACTION						

Title of Frontline Service : Assessment of Fees for Graduate and CTP Students
 Schedule of Availability of Service : As scheduled in the University calendar, 8:00 a.m. to 5 p.m.
 Contact Persons : Accounting Personnel
 Clients Who May Avail of the Service : CTP and graduate students
 Requirements : Enlistment form
 Duration : 10 minutes
 Fees : Computed based on study load
 Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/ Other Requirements
1	Submit Enlistment Form for Assessment of Fees	Assess Fee	5 Minutes	Accounting Office Personnel		Enlistment form
2	Pay assessed fees in the Cashier's Office	Accept payment and issue official receipt	5 minutes	Cashier	Computed based on study load	Enlistment form, payment, official receipt
END OF TRANSACTION						

Title of Frontline Service : Enrollment of irregular/re-admitted students
Schedule of Availability of Service : As scheduled in the University calendar, 8:00 a.m. to 5 p.m.
Contact Persons : Accounting Personnel
Clients Who May Avail of the Service : Irregular/re-admitted students
Requirements : Enlistment form
Duration : 10 minutes
Fees : None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)
Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/ Other Requirements
1	Submit enlistment form for the assessment of fees	Assess fees	5 minutes	Accounting Office personnel	None	Enlistment form
2	Proceed to the Cashier's Office for "zero tuition" tagging	Tag enrollee	5 minutes	Cashier	None	Enlistment form
END OF TRANSACTION						

Title of Frontline Service : Assessment of Fees for request of document/s
Schedule of Availability of Service : Monday to Friday, 8:00 a.m. to 5 p.m.
Contact Persons : Accounting Office
Clients Who May Avail of the Service : Students, alumni, government and non-government agencies
Requirements : Valid ID
Duration : TOR, diploma, certifications - 5 minutes
Certification, Authentication, Verification (CAV) - 5 minutes
Fees :

TOR (Baccalaureate)	Php 100.00 per page
TOR (CTP/Masteral/Doctoral)	Php 500.00 per set
Second copy of diploma (Baccalaureate)	Php 100.00
Second copy of diploma (CTP/Masteral/Doctoral)	Php 500.00
Certification	Php 50.00
Authentication	Php 50.00 per page
Course description	Php 100.00 per subject

Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/ Other Requirements
1	Submit Filled Out Application form of the document/s requested	Assess Fees	5 minutes	Accounting Office personnel	None	Application for documents
2	Proceed to Cashier's Office for Payment	Accept payment and issue official receipt	5 minutes	Cashier	Based on assessed fees	Application for documents, official receipt
END OF TRANSACTION						