



*Philippine Normal University Visayas*  
THE NATIONAL CENTER FOR TEACHER EDUCATION  
*THE ENVIRONMENT AND GREEN TECHNOLOGY EDUCATION HUB*  
CADIZ CITY, NEGROS OCCIDENTAL

*Office of the Cashier*  
**CITIZENS' CHARTER**  
*2022 REVISED EDITION*





## GENERAL GUIDELINES

- Everyone should wear mask upon entry to the library
- Sanitize hands before proceeding to the reading area of the library
- Keep distance from each other by 1 meter
- Client must register at the counter using his/her own ballpen

## A. GENERAL SERVICES

### 1. RECEIPT OF ENROLMENT FEES

During the enrolment period, students are required to pay the enrolment fees as stated in the approved schedule of fees of the University. The CTL students are required to pay the assessed fees. The CTP and Graduate School students are required to pay the minimum amount of PHP5,000.

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All CTL, CTP, Graduate School Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance (completely signed)		Office of Student Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the completely signed Clearance	1. Receive and verify the Clearance	None	3 seconds	Cashier
2. Wait for the assessment of enrolment fees and the issuance of the Official Receipt	2. Access the PWEBSS, generate the assessment of enrolment fees and print out the Official Receipt	None	3-5 minutes	Cashier
3. Pay in cash the assessed enrolment fees	3. Receive the cash payment	As reflected in Official Receipt	5-15 seconds	Cashier

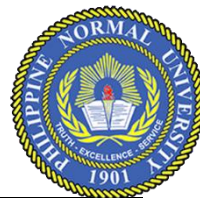


4. Receive the Official Receipt for payment made	4. Issue the Official Receipt for payment received	None	3 seconds	Cashier
<b>END OF TRANSACTION</b>		<b>Total no. of minutes : 5 minutes 21 seconds</b>		

## 2. RECEIPT OF OTHER FEES

The University caters the other needs of students and of outside clients. Students may request for their school records and documents like Transcript of Records, Certification, and Honorable Dismissal. Also, the University has Income-Generating Projects like canteen lease, dormitory bedspace, and sale of produce, wherein the university may cater to outside clients.

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	Faculty and Staff, All Students and Outside Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment		University Offices e.g. Registrar's Office, Business and Development Office, Office of Student Services, Library, FMAS Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Order of Payment issued by a particular office	1. Receive and verify the Order of Payment	None	3 seconds	Cashier
2. Wait for the assessment of fees and issuance of Official Receipt	2. Access the PWEBSS, generate the assessment of fees, print out the Official Receipt and fill-out the Order of Payment	None	3-5 minutes	Cashier
3. Pay in cash the assessed fees	3. Receive the cash payment	As reflected	5-15 seconds	Cashier



		in Official Receipt		
4. Receive the Official Receipt for payment made and the Order of Payment with payment details	4. Issue the Official Receipt for payment received and return the Order of Payment filled out with payment details	None	3 seconds	Cashier
<b>END OF TRANSACTION</b>		<b>Total no. of minutes : 5 minutes 21 seconds</b>		

### 3. DISBURSEMENT THROUGH CHECK

The disbursement/issuance of check for payment to payees are transactions involving inside and outside clients. Examples of these transactions are honoraria for services rendered, cash advance, and reimbursement of travel or seminar expenses, scholarship refund, procurement of supplies and materials, janitorial and security service contracts and others.

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	Faculty and Staff, Parttimers, Students, Suppliers, Contractors, and Other Outside Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (ID)		Issuing Government or Private Agencies		
*Authorization Letter to Deposit Check		*Personal		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID. (submit photocopy in case of new transaction)  *Submit Authorization Letter to allow	1. Receive and verify the valid ID presented.	None	3 seconds	Cashier



Cashier to deposit the check to payee's bank account	*Receive and confirm the Authorization Letter			
2. Fill out and affix signature in Box E of Disbursement Voucher (DV) and sign the Logbook of Checks Issued.	2. Assist payee in filling out the Disbursement Voucher and Logbook of Checks Issued	None	1-3 minutes	Cashier
*Wait for the copy of the Deposit Slip	*Deposit the check to payee's bank account	*Bank charge	*15-30 minutes	*Cashier
3. Issue Official Receipt for check payment received	3. Review the signed DV and Logbook of Checks Issued and ready the check for release			
*Receive and acknowledge the copy of the Deposit Slip	*Scan and send the copy of Deposit Slip to the payee through email or private message	None	1-3 minutes	Cashier
4. Receive the check	4. Release the check	None	3 seconds	Cashier
<p style="text-align: center;"><b>END OF TRANSACTION</b>      <b>Total no. of minutes : 6 minutes 6 seconds</b>  <b>*Total no. of minutes : 30 minutes 6 seconds</b></p>				



#### 4. DISBURSEMENT THROUGH PETTY CASH FUND

The petty cash fund is intended for the incurred expenses which amount to not more than Two Thousand Pesos only. The disbursement of petty cash follows the usual procurement process and requirements but is being paid in cash. It may either be in the form of cash advance or reimbursement.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
<b>Who may avail:</b>	Faculty and Staff, Parttimers, Students, Suppliers, Contractors, and Other Outside Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request, Purchase Order, Quotation, Abstract of Canvass and other procurement documents (if more than One Thousand Pesos) Purchase Request, Purchase Order, RER/CENRR (if less than One Thousand Pesos)		Supply, Property and Management Office Procurement Office Accounting Office		
Official Receipt or Sales Invoice		Issuing Agency or Establishment		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present complete and accomplished requirements	1. Receive and verify the documents submitted.	None	15-20 seconds	Cashier
2. Affix signature in Box B of Petty Cash Voucher for cash advance or Box D for reimbursement.	2. Prepare the Petty Cash Voucher and affix signature as Payor.	None	3-5 minutes	Cashier
3. Receive the cash as cash advance or reimbursement of petty cash expense incurred.	3. Prepare and release the cash.	None	10-15 seconds	Cashier
<b>END OF TRANSACTION</b>		<b>Total no. of minutes : 5 minutes 35 seconds</b>		



## 5. DISBURSEMENT THROUGH CASH

The salaries, honoraria, and other emoluments may be released in cash. The Cashier as Bonded Accountable Officer may request for Cash Advance for payment of pays. Proper liquidation is made after the cash advance is disbursed.

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Faculty and Staff, Parttimers, Students and Other Outside Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card (ID) (for students and outside clients only)		Issuing Government or Private Agencies		
*Authorization Letter to Deposit Cash		*Personal		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid Identification Card (ID) (submit photocopy in case of new transaction)  *Submit Authorization Letter to allow Cashier to deposit the cash to payee's bank account	1. Receive and verify the ID presented.  *Receive and confirm the Authorization Letter	None	3 seconds	Cashier
2. Affix signature on the Payroll to acknowledge receipt of cash.  *Wait for the copy of the Deposit Slip	2. Present the Payroll with details/ breakdown of Net Pay.  *Deposit the cash to payee's bank account	None  *Bank charge	1-3 minutes  *15-30 minutes	Cashier  *Cashier
3. Receive and count the cash as reflected in the Payroll/Payslip.	3. Release the pay envelope containing the cash and with attached Payslip	None	5-10 seconds	Cashier





*Receive and acknowledge the copy of the Deposit Slip	*Scan and send the copy of Deposit Slip to the payee through email or private message			
<b>END OF TRANSACTION</b>		<b>Total no. of minutes : 3 minutes 13 seconds</b>		
		<b>*Total no. of minutes : 30 minutes 13 seconds</b>		

## 6. DISBURSEMENT THROUGH LBP ADA (AUTHORITY TO DEBIT ACCOUNT)


The salaries, honoraria, and other emoluments may be released through LBP ATM Payroll Account of payees. The net pay is credited to the ATM account of the payee. The release is disseminated and individual payslip is furnished to payees through email.

<b>Office or Division:</b>	Cashier's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Faculty and Staff			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Daily Time Record (DTR) and other supporting documents		HR Office		
General Payroll and Disbursement Voucher		Accounting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Daily Time Record (DTR).	1. The HR Head verifies the DTR and the Accountant prepares the Payroll.	None		HR Head and Accountant
2. Acknowledge the email re notice of release and Payroll Payment Slip (Payslip) received.	2. Prepare and submit the Payroll Register to LBP. Send notice of release and softcopy of Payslip to payees through email.	None	1 hour	Cashier





3. Check in the ATM the credited amount.	3. Await and address any query or feedback of the payees.	None		Cashier
END OF TRANSACTION		Total no. of minutes : 1 hour		

  
**JUNE FAITH G. GUMBAN**  
Administrative Officer III  
(Cashier)

