

Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
 (Formerly CVSCAFT System)

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CITIZEN'S CHARTER

VISION

A dynamic hub of socio-technological program offerings for the formation of competitive human resource by 2010 for Bohol and the world.

MISSION

To provide the clientele socio-technological expertise through innovative education.

CASHIER'S OFFICE

Name of Service:

1. Acceptance of Payments

Schedule of availability of service:

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

Who may avail of the service:

All students, graduates, parents, and other stakeholders

What are the requirements:

Assessment from EDP/SAO/REGISTRAR/ADMINISTRATION

HOW TO AVAIL OF THE SERVICE:

2. For Alumni/ Former Students						
1	Present request form/ Assessment slip /Payment Order Form	Verify the completeness and validity	1 min.	Cash Collection in Charge		
2	Payment of Fee/s	Count and check money received and issue O.R.	1 min.	Cash Collection in Charge	Requird Fee	O.R
End of Transaction						

HOW TO AVAIL OF THE SERVICE:

3. For payor of miscellaneous transactions						
1	Present request form/ Assessment slip/Payment Order Form	Verification process	1 min.	Cash Collection in Charge		
2	Payment of Fee/s	Count and check money received and issue O.R.	1 min.	Cash Collection in Charge		O.R.
End of Transaction						

Name of Service:

2. Payment of Bills

Schedule of availability of service:

Monday to Friday / 8:00 a.m. to 5:00 p.m. (No Noon Break)

Who may avail of the service:

All suppliers

What are the requirements:

1. Authorization to collect with Company I.D.
2. Official Receipt

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client	Service Provider	Duration of Activity (under normal Circumstances)	Person in Charge	Fees	Form
1.	Present Authorization with I.D.	Verify and validity of documents	1 min.	Disbursing in Charge		
2.	Affixes signature in the logbook and signs in the receipt portion of the DV and issue Official Receipt for payment/check received	Payment, Check if DV is duly signed and Official Receipt issued	1 min.	Disbursing in Charge	As per bill	
End of Transaction						

Step	Applicant/ Client	Service Provider	Duration of Activity (under normal Circumstances)	Person in Charge	Fees	Form
1. For enrollees (All Year Levels)						
1.	Secure priority number	Give priority no.	1 min.	Cashier Staff		
2.	Submission of enrolment form (assessment)	Verify the completeness and validity Check the total no. of units enrolled. Require partial payment	6 mins.	Cash Collection in Charge	Php 500.00 to Php 1,500.00 or per approved require entrance fee	RO Form 1
3.	Payment	Accept payment and issue O.R.	3 mins.	Cash Collection in Charge	Required minimum fee	O.R.
End of Transaction						