

SIGNING OF STUDENT CLEARANCE

Schedule of Availability of Service: 7:00 am – 7:00 pm (Monday to Friday) , 8:00 am – 5:00pm (Saturday)

Clients/ Customers: Students

Requirements: Clearance Form

Processing Time: 6 minutes

STEPS	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents Clearance	Receives clearance and checks the list of overdue accounts. Issues overdue slip if name is on the list.	2 minutes	P15.00	Librarian / Staff	Clearance form, Library Card (LC)
2	For those w/o dues: Surrenders the Library card	Receives the LC, signs the clearance and gives it back to the student	1 minute	None	Staff	Clearance form, Library Card (LC)
	For those with dues: Receives the overdue slip and proceed to the cashier's office for payment	Receives the overdue slip, accepts payment and issue OR	1 minute	As computed	Cashier	Overdue slip, Official Receipt (OR)
3	Receives OR and returns to the library to present it	Lists OR number, signs the clearance and gives it back to the student	2 minutes	None	Staff	Clearance form, OR
4	Receives the clearance					
END OF TRANSACTION						