

SIGNING OF CLEARANCE

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday (two weeks before finals or as scheduled)

Clients/ Customers: Students, Faculty

Requirements: Clearance form, Accomplishment and Financial report for Student Organization Officers

Processing Time: 10 minutes

STEP	CUSTOMER /APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents filled-up Clearance Slip	Receives clearance slip. Checks records of clients accountability	5 minutes	None	Staff	Clearance Slip
2	Settles accountability	Signs if no accountability, otherwise advises applicant to settle accountability	5 minutes	None	OSS Director	Clearance slip
END OF TRANSACTION						