



MABALACAT CITY COLLEGE

1. Receiving of Payments from Mabalacat City College's Students.

Office or Division		Finance				
Classification		Simple				
Type of Transaction		Government to Clients				
Who may avail:		Students (Old, currently enrolled and graduates)				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Acknowledgement Receipt			IGP –CASHIER (Window 1)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
		ITEMS	SIZE	AMOUNT		
Proceed to IGP Cashier Window 2. Pay required fee and receive Acknowledgement Receipt.	Received payment and Issuance of Acknowledgement Receipt.	POLO	S-L	495	3 MINS	Mitchielyn S. Rimbawa IGP- CASHIER
		POLO	XL-3XL	510	3 MINS	
		BLOUSE	S-L	515	3 MINS	
		BLOUSE	XL-3XL	530	3 MINS	
		SKIRT	S-L	500	3 MINS	
		SKIRT	XL-3XL	520	3 MINS	
		NSTP SHIRT	S-L	240	3 MINS	
		NSTP SHIRT	XL-3XL	250	3 MINS	
		PE SHIRT	S-L	240	3 MINS	
		PE SHIRT	XL-3XL	250	3 MINS	
		PE JPANTS	S-L	240	3 MINS	
		PE JPANTS	XL-3XL	250	3 MINS	
		WHITE KLOPMAN		90/YARD	3 MINS	
		CHECKERED CLOTH		100/YARD	3 MINS	
		CHEF UNIFORM		1600	3 MINS	
		FNB UNIFORM		1400	3 MINS	
		TM CORPORATE		1200	3 MINS	
		PTC MANUAL		550	3 MINS	
		PTC FEE		500	3 MINS	
		DOC STAMP		25	3 MINS	
		EXAM BOOK		5	3 MINS	
		MCC BUTTONS		10	3 MINS	
		NAMEPLATE		140	3 MINS	
ID LACE		50	3 MINS			
CAPSTONE FEE		750	3 MINS			
IRCITE FEE		1600	3 MINS			
GRAD. FEE		3100	3 MINS			
*****END OF TRANSACTION *****						





MABALACAT CITY COLLEGE

1. Approving of Clearance of Mabalacat City College's Students.

Office or Division	Finance		
Classification	Simple		
Type of Transaction	Government to Clients		
Who may avail:	Students (Old, currently enrolled and graduates)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Acknowledgement Receipt		IGP –CASHIER (Window 1)	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
IGP Cashier checked the record of the students if they have a balance.	IGP Cashier open the Finance Portal in the computer for approval of clearance of the student.	3 mins.	MITCHIELYN S. RIMBAWA IGP-CASHIER
*****END OF TRANSACTION *****			

