1. Payment of Miscellaneous Fee, Tuition Fee, Laboratory Fee and/or CISCO Fee

Issuance of official receipt for the payment of the students who opt-out and/or disqualified on UNIFAST, students taking Methods of Teaching, and those students who have balances on Miscellaneous Fee, Tuition Fee, Laboratory Fee and/or CISCO Fee.

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**		
Transaction Slip		Cashier's Window/Finance Office		
Official Receipt		Finance Office		
Student ID		Mabalacat College issued ID		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Secure Transaction Slip from the Finance Office by messaging the Mabalacat City College Finance Office Facebook page 1.2 Present the online billing slip to City Treasurer's Office for payment. ∗ Make sure to secure Official Receipt (O.R) that will be issued upon payment.	1.1 Check the account of the student on the Collection System, 1.2 Prepare the online billing slip and save it as image. 1.3 Send the slip on the requestor on the Mabalacat City College Finance Facebook Page	Miscellaneous Fee: P1,675.00 for 1st Semester P1,375.00 for 2nd Semester Tuition Fee: 150/unit for regular students 200/unit for methods Laboratory and/or CISCO Fee: 500/Subject with Laboratory 500/Subject with CISCO/Networking	5 minutes	Collection Officer City Treasurer's Office
2. Submit a copy of Official Receipt at the Mabalacat City College Finance Office Facebook page to update the payment on Collection System.	2.1 Confirm the Official Receipt received on the Mabalacat City College Finance Office Facebook page, 2.2 Encode the payment on the Collection System.	None	5 minutes	Collection Officer

Under normal circumstance means: (1) The Collection System is properly working and the student's data on system are accurate (2) The internet connection is working fine.