



MABALACAT CITY COLLEGE

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

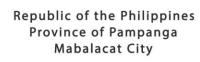
Issuance of official receipt for the payment of the students who requested for Copy of Grades, Certification, Registration Form Copy, Transcript of Records, Transfer Credentials, Library Card Replacement, ID Replacement, General Weighted Average Certification (G.W.A.), Book Overdue Fee, Copy of Diploma, and Certification, Authentication and Verification (C.A.V.) Fee.

Office or Division:	Finance							
Classification:	Simple							
Type of Transaction:	Government to Clients							
Who may avail:	Students (Old, currently enrolled and graduates)							
CHECKLIST OF	6	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			
 Secure Transaction Slip from the Finance Office by messaging the Mabalacat City College Finance Office Facebook page 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 	Ce Reg. Reg. Tra F Cru F Lib Rep ID Re F G.W.A F G.W.A F Soo P1 Copy	v of Grades P20.00 rtification P50.00 Form Copy P20.00 inscript of Records P150.00 Transfer edentials P200.00 rary Card Diacement P20.00 eplacement P20.00 eplacement P20.00 certification P50.00 k Overdue 0.00/day of Diploma P200.00	5 minutes	Collection Officer City Treasurer's Office			

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www.mcc.edu.ph (045) 209 8720







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		C.A.V. Fee P150.00		
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.