

2. PAYMENT FOR TRANSCRIPT OF RECORDS (after first copy)

The office accepts payments for requests of issuance of Transcript of Records (TOR).

Office or Division:		Revenue Management Division (RMD), Accounting Division		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		University Registrar Division		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment		University Registrar Division		
Proof of Payment		University Registrar Division		
Checklist of Payees		University Registrar Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse printed order of payment	1.1 Issue Official Receipt	Php 300.00 per TOR **Additional P125.00 per page in excess of a 2- page TOR	5 minutes	City Treasurer's official collector
	1.2 Issue O.R.from CTO to be posted in the students Account System		5 minutes	Accounting Staff
	TOTAL		10 minutes	