

SERVICES OFFERED: RECEIVED PAYMENTS AND ISSUANCE OF OFFICIAL RECEIPTS

OFFICE / DIVISION:	CASH UNIT			
CLASSIFICATION:				
TYPE OF TRANSACTION:				
WHO MAY AVAIL:				
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
ID				
Order of Payment/ Request Form/Billing Statement		Accounting		
		Training Center <i>for Training Fees</i>		
		Registrar <i>for TOR, Cert & Authentications</i>		
		BMO/IGP <i>for Facility Rentals</i>		
		BAC <i>for Bid Forms</i>		
		Dormitory <i>for lost beddings</i>		
		Library <i>for overdue</i>		
		And others		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1. Approach the cash unit staff and present: *Cadets/cadettes: ID/Order of Payment *Employees and other creditors: Order of Payment/Request Form/Billing Statement	Cash unit staff will get the ID/Order of Payment/Request Form/Billing Statement	<i>*Depends on the transaction</i>	1 minute	MS. PACITA C. FERRER MS. PAULITA D. PEREZ MR. JOHN E. RABARA MR. JO-ADRIAN R. BRAGA
2. Pay the amount due	Issue Official Receipt/s			
3. Receives the Official Receipt/s				
TOTAL:		<i>*Depends on the transaction</i>	1 minute	

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CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
Bank validated deposit slip				
Applicant's Registration Form		Admission's Office		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1. Qualified applicants will be paying the required fees through bank deposit.	Cash unit staff will be collecting all the deposit slip and check its validation. Once validated, Issue Official Receipt/s.	Initial payment of P 10,000.00	1 minute	MS. PACITA C. FERRER MS. PAULITA D. PEREZ MR. JOHN E. RABARA MR. JO-ADRIAN R. BRAGA
2. Receives the Official Receipt/s.	Inputs date of actual payment, amount paid, OR number & affixes signature on Applicant's Registration Form.			
TOTAL:		P 10,000.00	1 minute	

SERVICES OFFERED: RECEIVED PAYMENTS (Thru Land bank of the Philippines Link.Biz Portal) AND ISSUANCE OF OFFICIAL RECEIPTS

OFFICE / DIVISION:	CASH UNIT			
CLASSIFICATION:				
TYPE OF TRANSACTION:				
WHO MAY AVAIL:				
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
Successful Transaction Report generated electronically via LBP Link.Biz Portal		Cash Unit		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
<p>1. Midshipmen/women & Graduate School Students are instructed to Land bank of the Philippines Link.Biz Portal via https://www.lbp-eservices.com/egps/portal/index.jsp or go to PMMA Website and scan the QR Code</p> <p>1.a. Select MERCHANT NAME on the search field and choose PHILIPPINE MERCHANT MARINE ACADEMY</p> <p>1.b. Select TRANSACTION TYPE (ENROLMENT FEE for Midshipmen/women & TUITION FEE for Graduate School Students)</p> <p>1.c. Fill out TRANSACTION DETAILS REQUIREMENT and review provided information</p> <p>1.d. Select for PAYMENT OPTIONS AVAILABLE</p> <p>1.e. AUTHORIZE and CONFIRM the transaction/s made</p> <p>1.f. VIEW and PRINT the PAYMENT CONFIRMATION</p>	Instruct the student to log in to the provided website or direct to PMMA Website and scan the QR Code	<i>*Payment varies every semester of each school year</i>	5 minutes	MS. EDITHA F. ESPARAGOZA MR. JOHN E. RABARA
2. Receiving of Issued Official Receipts/s	Checking of real-time successful transaction and printing out of electronic generated Transaction report before the issuance of official receipt/s		5 minutes	
TOTAL:		-	10 minutes	

