



2. ISSUANCE OF COMPLIANCE CERTIFICATE FOR STUDENT FUNDRAISING

This service of requesting for the issuance of compliance certificates for student fundraising is provided for students who conducted the approved fundraising activity.

Office or Division:	Office of Student Services			
Classification:	complex			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proceedings and Liquidation Report		Requester		
CLIENT STEPS	AGENCY ACTION/S	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to Office of the Student Services the proceedings and liquidation report	review and audit the proceedings and liquidation report	None	1 day	<i>OSS Staff/ Coordinator</i> Room 208 Charlie Del Rosario Bldg
2. Sign the logbook provided by the OSS	Approve the request	None	1 minute	<i>OSS Director</i> Room 208 Charlie Del Rosario Bldg.
3. Claim the compliance certificate	Issue the compliance certificate	None	1 minute	<i>OSS Coordinator</i> Room 208 Charlie Del Rosario Bldg.
TOTAL:		PHP 0	1 day 2 minutes	