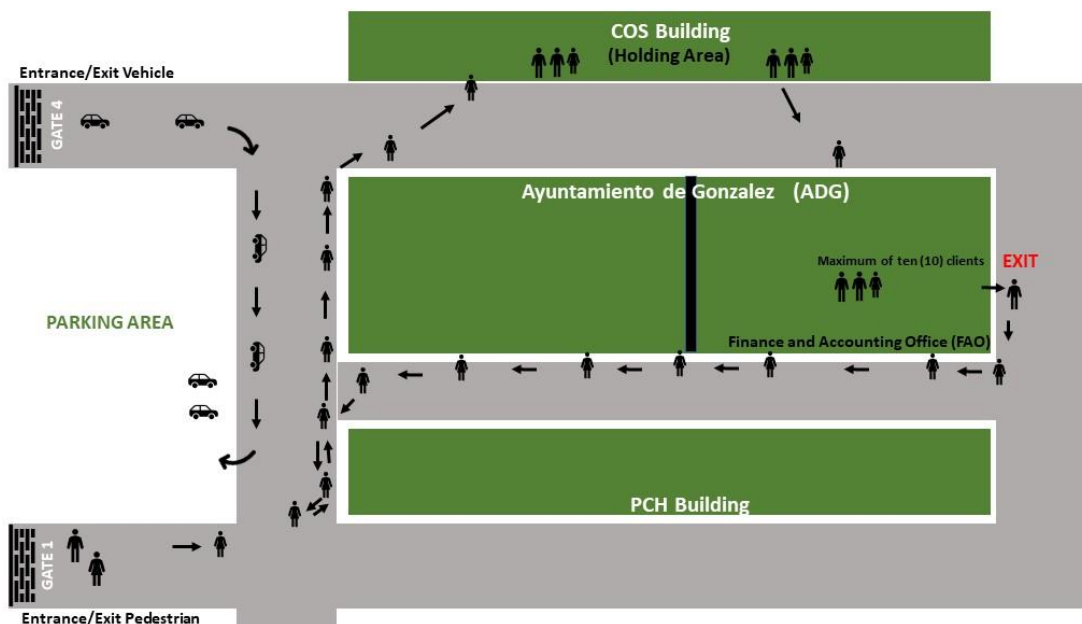


Guidelines for Onsite Transactions at the Finance and Accounting Office

In an effort to maintain orderliness and the safety and health protocols of the University, the following shall be strictly observed for the purpose of transacting business with the FAO starting January 24, 2022

1. Point of entry for vehicles shall be Gate 4 (Magtagumpay) while for pedestrians shall be Gate 1 (Magdalo).
2. The egress for vehicles shall be Gate 2 (Magpuri) while for pedestrians shall be Gate 1 (Magdalo).
3. All those seeking entry into the campus shall be required to present their vaccination card and government-issued ID. Only fully vaccinated individuals shall be accommodated inside the University premises.
4. Likewise, the online health checklist shall also be filled up a day before every entry to the campus (until 3:00 P.M. only).
5. The proof of online appointment shall also be presented at the point of entry and at the transaction window.
6. Body temperature shall also be taken at the points of entry.
7. Wearing of face mask and observance of physical distancing are mandatory.
8. Parking shall be at the designated places only. Idling of engine of vehicles is not environmental-friendly and as such is prohibited while inside the campus.
9. All those with transactions at the FAO shall directly proceed to the holding area Room COS 106. Queuing numbers shall be issued by the security personnel at the holding area and shall be presented to the transaction window. Upon exit, the queuing numbers shall be surrendered to the security personnel.
10. All those who have finished their transactions are advised to exit the campus immediately so that others may also have the opportunity to be served by the University.

Flowchart for Onsite FAO Transactions



Online Health Checklist

GENERAL SERVICES OFFICE



Health Checklist
GUESTS/THIRD PARTY PROVIDERS

WALK-IN GUESTS MAY BE ALLOWED ENTRY TO
TRANSACTION OFFICIAL BUSINESS TO OFFICES THAT
ARE OPEN FOR TRANSACTIONS SUBJECT TO
STRICT SCREENING AND HEALTH PROTOCOLS.