

C. Collection of Laboratory Fees and Other Income				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Order of Payment (OP) from Accountant or Authorized representative	Issuance of Official Receipt (OR)	As indicated in the OP	5 minutes	Cashier Cashier Staff
	Deposit to Land Bank of the Philippines- La Trinidad, Benguet	As indicated in the deposit slip	45 minutes	Cashier