



REPUBLIC OF THE PHILIPPINES  
**MINDANAO STATE UNIVERSITY**  
 UNIVERSITY BUSINESS OFFICE  
 VISION, GOALS, MISSION &  
 OBJECTIVE STATEMENTS



## VISION

UNIVERSITY BUSINESS OFFICE: WE ARE COMMITTED IN PROVIDING EXCELLENCE IN FINANCIAL SERVICES TO OUR STUDENTS AND THE UNIVERSITY SERVICES

## GOALS

UNIVERSITY BUSINESS OFFICE: IT SHALL BE RESPONSIBLE FOR ALL INCOME GENERATING UNITS OF THE UNIVERSITY AND ASSURES THE FUNCTIONS OF COLLECTING FEES / INCOMES OF THE UNIVERSITY.

## MISSION

UNIVERSITY BUSINESS OFFICE IS RESPONSIBLE FOR MANAGEMENT OF STUDENTS ACCOUNT AND COLLECTION OF FEES FOR THE UNIVERSITY IN AND ACCURATE AND EFFICIENT MANNER, PROVIDING HIGH LEVELS OF CUSTOMER SERVICES TO CONSTITUENCIES IN ACCORDANCE WITH THE POLICIES AND REGULATION OF THE UNIVERSITY.

## OBJECTIVES

- ◊ KEEPS EMPLOYEES FOCUSED ON GROWTH
- ◊ STRENGTHENS KEY ELEMENTS OF THE BUSINESS
- ◊ MOTIVATES YOU AND/OR TEAM TOWARD A GOAL
- ◊ HELPS STRUCTURE TASKS AND RESPONSIBILITIES
- ◊ CAN INCREASE YOUR MARKET SHARE
- ◊ DRIVES TEAM COOPERATION AND COLLABORATION
- ◊ BUILDS BETTER WORKING RELATIONSHIPS
- ◊ CAN PROMOTE BETTER COST CONTROL AND BUDGETING



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MESSAGE US FOR MORE INFO

FOR INQUIRIES  
CONTACT US

Phone

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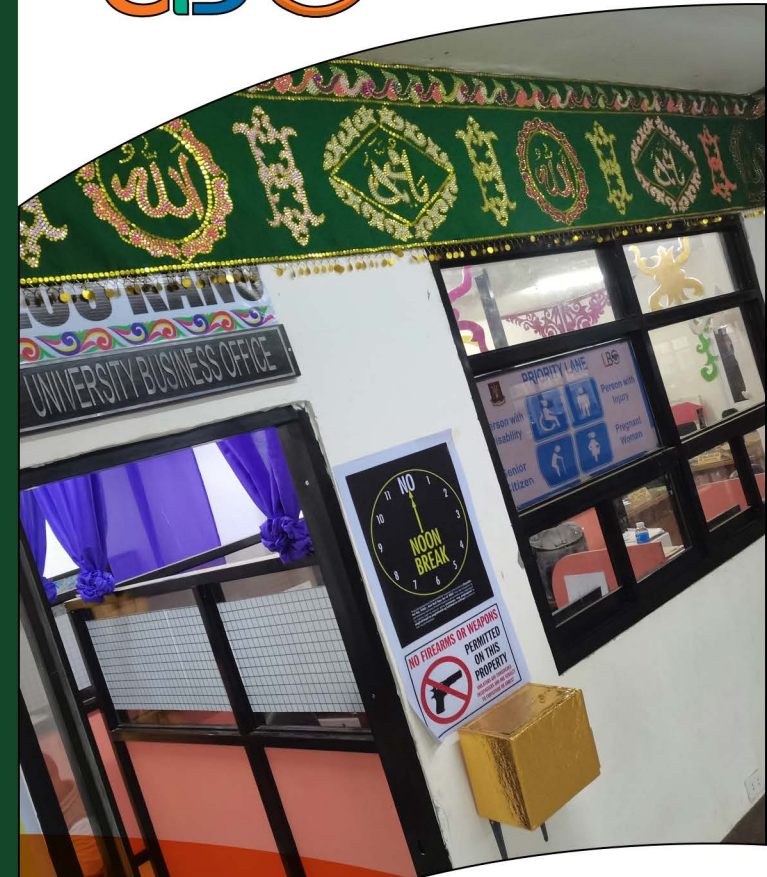
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**SULTAN**  
**GRAPHIX**  
 "LET ME RULE TO BUILD YOUR GOAL  
 INTO A RISING VISUAL"



UNIVERSITY  
 BUSINESS  
 OFFICE



# WELCOME TO UNIVERSITY BUSINESS OFFICE

As our valued students, constituents and customers, you are an integral part of our office. Through the highest standards of MSU System, our goal is to serve you and provide you with the quality work environment that your warm personality demands.



## OUR SERVICE FLOW



### For freshmen or old students

Present your EBF to the designated UBO personnel or teller for payment of school or college and others, fees, then secure your Official Receipt (OR) given by the designated UBO personnel or teller and proceed to Registrar's Office for your COR.



### For non-student or others

State your payment descriptions to the designated UBO personnel or teller for payment of miscellaneous and other fees, and then secure your Official Receipt (OR) given by the designated UBO personnel or teller.

## OUR OFFICE OBSERVES

ARTICLE XI. Section 1. Public Office is a public trust. Public officers and employees must, at all times:

- ✔ Be accountable to the people
- ✔ Serve with utmost responsibility, integrity, loyalty, and efficiency
- ✔ Act with patriotism and justice
- ✔ Lead modest lives

