Frontline Services

*Determination of Outstanding Balance for Scholars*

FINANCE SERVICES
Schedule of Availability of Service
Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:
ISU Scholars

What are the requirements:
School ID

Duration:
Three (3) minutes

How to avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
</table>
| 1    | Present valid student ID | o Check if the student is included in the master list of approved scholarship grant with sponsors/benefactors  
 o Open the SIAS automated student ledger  
 o Determine if balance is not more than the amount to be paid by the scholarship benefactor otherwise, the student is not allowed to enroll, if ok, click “allow to enroll” | 3 minutes            | Deliarina Pintang  
 Randy Gaffud |

End of Transaction (Accounting)