Frontline Services

Issuance of Permit

FINANCE SERVICES
### Issuance of Permit

**Schedule of Availability of Service**
- Monday to Friday
- 8:00am – 5:00pm

**Who may avail of the Service:**
- ISU Students

**What are the requirements:**
- Assessment Form

**Duration:**
- Two (2) 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>Fees and Charges</th>
<th>Person In-Charge</th>
</tr>
</thead>
</table>
| 1    | Pay accounts     | Receive payment, issue OR and permit | 2 minutes           | Depends upon the balance to be paid | - Amelia Martinez  
- Genevive Garcia  
- Eva Caingat  
- Joy Lily Rueda  
- Adonis Angoluan |

End of Transaction (Cashier)