



# Frontline Services

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*PAYMENT OF SERVICE RECORDS, AFFIDAVIT OF LOSS AND OTHER CERTIFICATIONS*

**FINANCE SERVICES**

# PAYMENT OF SERVICE RECORDS, AFFIDAVIT OF LOSS AND OTHER CERTIFICATIONS

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

ISU Employees (for service records and certifications)  
ISU Students (for affidavit of loss)

## What are the requirements:

Request Form

## Duration:

One (1) minute

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Pay to secure Official Receipt	Receives payment and issue OR	1 minute	Service Record and Certifications- P30.00 Affidavit of Loss – P20.00	<ul style="list-style-type: none"> <li>• Amelia Martinez</li> <li>• Genevive Garcia</li> <li>• Eva Caingat</li> <li>• Joy Lily Rueda</li> <li>• Adonis Angoluan</li> <li>• Clarissa Talledo</li> </ul>
End of Transaction (Cashier)					