Frontline Services

PAYMENT OF adding/dropping/changing subjects

FINANCE SERVICES
PAYMENT OF adding/dropping/changing subjects

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

Who may avail of the Service:
ISU Students

What are the requirements:
Matriculation Form and copy of previous OR

Duration:
Four (4) 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    | Present form to accounting office | Re-assess fees | 2 minutes | Depends on the balance | Deliarina Pintang
 |      |                   |                 |                      | o Randy Gaffud |
| 2    | Get the re-assessed forms and proceed to Cashier’s Office for payment | Receive payment and issue OR | 2 minutes |                      | • Amelia Martinez
 |      |                   |                 |                      | • Genevive Garcia
 |      |                   |                 |                      | • Eva Caingat
 |      |                   |                 |                      | • Joy Lily Rueda
 |      |                   |                 |                      | • Clarissa Talledo
 |      |                   |                 |                      | • Adonis Angoluan

End of Transaction (Cashier)