



# Frontline Services

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*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:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Present form to accounting office	Re-assess fees	2 minutes	Depends on the balance	<ul style="list-style-type: none"> <li>○ Deliarina Pintang</li> <li>○ Randy Gaffud</li> </ul>
2	Get the re-assessed forms and proceed to Cashier's Office for payment	Receive payment and issue OR	2 minutes		<ul style="list-style-type: none"> <li>● Amelia Martinez</li> <li>● Genevive Garcia</li> <li>● Eva Caingat</li> <li>● Joy Lily Rueda</li> <li>● Clarissa Talledo</li> <li>● Adonis Angoluan</li> </ul>
End of Transaction (Cashier)					