



# Frontline Services

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*Payment of ID*

**FINANCE SERVICES**

# Payment of ID

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

ISU Freshmen and Old Students

## What are the requirements:

Enrollment Form (for freshmen)  
Affidavit of Loss Form (for students who lost their ID)

## 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	<ul style="list-style-type: none"> <li>○ Pay accounts</li> <li>○ In case of lost ID, show affidavit of loss</li> </ul>	<ul style="list-style-type: none"> <li>○ Receive payment, issue OR</li> <li>○ Verify Affidavit of Loss</li> </ul>	<p>1 minute</p> <p>1 minute</p>	P100.00	<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> </ul>
<b>End of Transaction (Cashier)</b>					