Frontline Services

Payment of ID

FINANCE SERVICES
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:

<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    | o Pay accounts   | o Receive payment, issue OR o Verify Affidavit of Loss | 1 minute 1 minute | P100.00 | • Amelia Martinez  
• Genevive Garcia  
• Eva Caingat  
• Joy Lily Rueda  
• Adonis Angoluan |

End of Transaction (Cashier)