



# Frontline Services

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*Signing of Clearance*

**FINANCE SERVICES**

# Signing of Clearance

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

ISU Students  
ISU Graduates

## What are the requirements:

Clearance Form

## Duration:

Five (5) minutes (automation)  
Fifteen (15) minutes (manual)

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	For Automation - Present the Clearance for signature	Open and print the automated student ledger and verify the balance, if none, the accounting In-Charge affixes his initial  For ISU graduates, verify if graduation fee was already paid  Signs the Clearance	3 minutes	Deliarina Pintang Randy Gaffud  Deliarina Pintang Randy Gaffud  Marilyn Z. Cureg
	For Manual (Old students before automation) - Present clearance for signature (manual request)	Verify student registration form and master list for student accounts from files (not included in the automated accounting system) If no balance, the accounting incharge affixes his initial.  Signs Clearance	15 minutes	Deliarina Pintang Randy Gaffud  Deliarina Pintang Randy Gaffud  Marilyn Z. Cureg
<b>End of Transaction (Accounting)</b>				