Frontline Services

*Signing of Clearance*

FINANCE SERVICES
**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:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For Automation - Present the Clearance for signature</td>
<td>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</td>
<td>3 minutes</td>
<td>Deliarina Pintang Randy Gaffud Deliarina Pintang Randy Gaffud Marilyn Z. Cureg</td>
</tr>
<tr>
<td></td>
<td>For Manual (Old students before automation) - Present clearance for signature (manual request)</td>
<td>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</td>
<td>15 minutes</td>
<td>Deliarina Pintang Randy Gaffud Deliarina Pintang Randy Gaffud Marilyn Z. Cureg</td>
</tr>
</tbody>
</table>

**End of Transaction (Accounting)**