



Frontline Services

Signing of Clearance

LIBRARY

Signing of Clearance

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Students of ISU

What are the requirements:

School ID and Borrower's Card

Duration:

Two (2) minutes

How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Show ID and Borrower's Card	Verify Borrower's Card if no liability in the Library	1 minute	Ruby A. Lumaban Aileen J. Lagmay
2	Receive Clearance	Signs the clearance if no liability and make remarks if client has liability	1 minute	Ruby A. Lumaban Aileen J. Lagmay
End of Transaction (Library)				