Frontline Services

Issuance of Certificate of Good Moral Character and Affidavit of Loss

OFFICE OF THE STUDENT SERVICES (OSA)
**Schedule of Availability of Service**

Monday to Friday  
8:00am – 5:00pm

**Who may avail of the Service:**

ISU students

**What are the requirements:**

Currently Enrolled students: Assessment  
Graduate students who will transfer: Duly signed clearance

**Duration:** 10 minutes

**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    | Pay certification fee | Collect payment and issue OR | 2 minutes | P20.00 | Amelia Martinez  
Genevive Garcia  
Eva Caingat  
Joy Lily Rueda  
Adonis Angoluan |
| 2    | -Present the OR and clearance (Graduate and transfer students)  
-Submit OR and present current assessment (for currently enrolled students) | -Collect the OR and check the clearance  
-Collect the OR and check the assessment | 1 minute | | Lilibeth L. Sanchez  
Tomasa T. Lania  
Rey V. Umayam |
| 3    | | Print the requested document (GMRC or affidavit of lost) | 5 minutes | | Lilibeth L. Sanchez  
Tomasa T. Lania  
Rey V. Umayam |
| 4    | Receive the GMRC/Affidavit of Loss | Sign and release the document | 1 minute | | Lilibeth L. Sanchez  
Tomasa T. Lania |
| 5    | Sign at the Log-Book | Log the transaction | 1 minute | | Lilibeth L. Sanchez  
Tomasa T. Lania  
Rey V. Umayam |

End of Transaction (OSA)