



Frontline Services

Issuance of Certificate of Good Moral Character and Affidavit of Loss

OFFICE OF THE STUDENT SERVICES (OSA)

Issuance of Certificate of Good Moral Character and Affidavit of Loss

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:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
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)					