Frontline Services

*Signing of Annual Clearance*

**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 Student

What are the requirements:
Annual Clearance

Duration:
2 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>
<tbody>
<tr>
<td>1</td>
<td>Present the Annual Clearance duly signed by the Department Chairman and the Dean</td>
<td>Check the clearance if properly signed by authorities</td>
<td>1 minute/client</td>
<td></td>
<td>Rey V. Umayam</td>
</tr>
<tr>
<td>2</td>
<td>Signing of Annual Clearance</td>
<td>1 minute/client</td>
<td></td>
<td></td>
<td>Dr. John N. Cabansag</td>
</tr>
</tbody>
</table>

End of Transaction (OSA)