



Frontline Services

Signing of Annual Clearance

OFFICE OF THE STUDENT SERVICES (OSA)

Signing of Annual Clearance

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:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Present the Annual Clearance duly signed by the Department Chairman and the Dean	Check the clearance if properly signed by authorities	1 minute/client		Rey V. Umayam
2		Signing of Annual Clearance	1 minute/client		Dr. John N. Cabansag

End of Transaction (OSA)