



# Frontline Services

---

*Issuance of requested academic documents*

Registrar Office

# Issuance of requested academic documents

(TOR, Diploma, Certification, Indorsement Honorable Dismissal, Certificate of Authenticity and Verification)

## 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:

University Clearance and Official Receipts

Duration: Depends (please see duration)

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Secure clearance form	Issue clearance form to requesting party/client and instruct the process of signing clearance	1 minute/client		Ambrocia Gaffud Mylene Manuzon Albino Gandia Wilma Panganiban Caroline Ruiz Jonathan Donato Rowena Aquino
2	Pay the required fee for the requested academic document at the Cashier's Office	Receive payment and issue official receipt	1 minute/client	TOR – 50.00 Diploma – 100.00 Certification – 30.00 Hon.Dismissal- 30.00 Authentication- 100.00	Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda Adonis Angoluan
3	Submit duly signed clearance to the evaluator	Receive duly accomplished clearance form and official	1 minute/client		Ambrocia Gaffud Mylene Manuzon

		receipt			Albino Gandia Wilma Panganiban Caroline Ruiz Jonathan Donato Rowena Aquino
4	Present the <b>Official Receipt</b>	Issuance of requested documents TOR  Certification Honorable Dismissal CAV/Indorsement	After 15 working days 5 minutes 10 minutes 1 hour		Ambrocia Gaffud Mylene Manuzon Albino Gandia Wilma Panganiban Caroline Ruiz Jonathan Donato Rowena Aquino

End of Transaction(Registrar)