Frontline Services

Purchase of uniforms (PE T-shirts & jogging pants, NSTP T-shirts & white polo)

CAMPUS BUSINESS AFFAIRS OFFICE
**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:**
Official Receipt

**Duration:**
Depends upon the availability of the Uniform

**How to avail of the Service**

<table>
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<th>Step</th>
<th>Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Fees and Charges</th>
<th>Person In-Charge</th>
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</table>
| 1    | Pay Uniform for PE, Polo and Textile Uniform | Collect Payment and Issue OR to student | 2 minutes | PE T-shirt and jogging pants-P330.00 Polo – P215.00 NSTP-P135.00 | Leonila Maglines
Nenita Genove |
| 2    | Specify the size of PE and polo | Record the size of students | 1 minute | | Nenita Genove
Jo Ann Lim |
| 3    | Wait for the release of the uniform | Order size of uniform to suppliers | Atleast 2 weeks | | Leonila Maglines
Nenita Genove
Jo Ann Lim |
| 4    | Receive the ordered Uniform | Release the uniform based on the size as ordered | 2 minutes | | Leonila Maglines
Nenita Genove
Jo Ann Lim |

**End of Transaction (UBE Office)**