



Frontline Services

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

CAMPUS BUSINESS AFFAIRS OFFICE

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

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

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