



Frontline Services

Psychological Testing for Job Placement

OFFICE OF THE STUDENT SERVICES (OSA)

Psychological Testing for Job Placement

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Applicants for employment in ISU and/or other requesting agencies i.e. Adventist Hospital, Bombo Radyo

What are the requirements:

Request letter

Duration: 4 days depending on the scheduled date and time of examination

How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Submit request letter from the agency/office	Evaluate the request and set the schedule of examination	5 minutes/student		<ul style="list-style-type: none"> Lilibeth L. Sanchez
2	Pay the testing fee at the Cashier's office	Collect the payment & issue OR	5 minutes/student	P250.00	<ul style="list-style-type: none"> Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda Adonis Angoluan
3	Submit the Official Receipt for Testing Fee	Collect the Official receipt and schedule the examination	3 minutes/student		<ul style="list-style-type: none"> Lilibeth L. Sanchez
4	Take the examination on specified time or date	Administer the examination	Depends on the type of test and number of test to conduct		<ul style="list-style-type: none"> Lilibeth L. Sanchez
5		Check and prepare the psychological test results	3 days		<ul style="list-style-type: none"> Lilibeth L. Sanchez
6	Secure the test results and interpretations	Release the result to the client/requesting agency	2 minutes/student		<ul style="list-style-type: none"> Lilibeth L. Sanchez
End of Transaction (OSA)					