



Frontline Services

Issuance of Service Records

RECORDS OFFICE

Issuance of Service Records

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Faculty and Staff of ISU

What are the requirements:

Official Receipt

Duration:

Three (3) minutes

How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Fill up the request form and proceed to the Cashier's Office for payment			P30.00	<ul style="list-style-type: none"> Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda Adonis Angoluan
2	Submit Official Receipt	Verify Service Record of the requesting party	1 minute		<ul style="list-style-type: none"> Fenita Labitoria
3		Prepare Service Record	1 minute		<ul style="list-style-type: none"> Fenita Labitoria
4		<ul style="list-style-type: none"> Print Service Record Signature of the University Records Officer 	30 seconds		<ul style="list-style-type: none"> Fenita Labitoria Corazon R. Batarao
5	Receive Service Record	Release Service Record	30 seconds		<ul style="list-style-type: none"> Fenita Labitoria Corazon R. Batarao

End of Transaction (Records Office)