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**

<table>
<thead>
<tr>
<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>
</tr>
</thead>
</table>
| 1    | Fill up the request form and proceed to the Cashier’s Office for payment | Verify Service Record of the requesting party | 1 minute | P30.00 | • Amelia Martinez  
• Genevive Garcia  
• Eva Caingat  
• Joy Lily Rueda  
• Adonis Angoluan |
| 2    | Submit Official Receipt |  | 1 minute |  | • Fenita Labitoria |
| 3    | Prepare Service Record |  | 1 minute |  | • Fenita Labitoria |
| 4    | • Print Service Record  
• Signature of the University Records Officer | | 30 seconds |  | • Fenita Labitoria  
• Corazon R. Batarao |
| 5    | Receive Service Record | Release Service Record | 30 seconds |  | • Fenita Labitoria  
• Corazon R. Batarao |

**End of Transaction (Records Office)**