Frontline Services

*Evaluation of records of students*

Registrar Office
**Evaluation of records of students**

**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:**
Application for evaluation

**Duration:** Twenty (20) minutes

**How to avail of the Service:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit application for evaluation</td>
<td>Receive application for evaluation and update record of deficiencies of students; Evaluate student’s records</td>
<td>20 minutes</td>
<td>Mylene Manuzon, Albino Gandia, Caroline Ruiz, Jonathan Donato, Rowena Aquino</td>
</tr>
<tr>
<td>2</td>
<td>Wait and receive the result of evaluation</td>
<td>Provide the list of deficiencies to be settled/ Release of the evaluation result</td>
<td>30 seconds</td>
<td>Mylene Manuzon, Albino Gandia, Caroline Ruiz, Jonathan Donato, Rowena Aquino</td>
</tr>
</tbody>
</table>

End of Transaction (REGISTRAR)