



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:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	Submit application for evaluation	Receive application for evaluation and update record of deficiencies of students; Evaluate student's records	20 minutes	Mylene Manuzon Albino Gandia Caroline Ruiz Jonathan Donato Rowena Aquino
2	Wait and receive the result of evaluation	Provide the list of deficiencies to be settled/ Release of the evaluation result	30 seconds 30 minutes	Mylene Manuzon Albino Gandia Caroline Ruiz Jonathan Donato Rowena Aquino
End of Transaction (REGISTRAR)				