

Service: Issuance of the Following:

1. Copy of Grades
2. Evaluation of Earned Units/Subjects taken

Schedule of Availability of service:

Monday – Friday
 8:00am – 12:00pm
 1:00pm – 5:00pm

Who may avail of the Service:

All graduates, former students, transferees and current college students of Batanes State College, Batanes Polytechnic College and Batanes School of Arts and Trades.

What are the requirements: None

Forms: None

Fee: a. Copy of Grades - 50.00
 b. Evaluation - 20.00

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Fill-out BSC Form 2 (Request Form)	Issue Request Form	5 minutes	Clerk/Registrar	BSC Form 2
2	Proceed to Cashier's Office and pay the corresponding amount	Issue Receipt Affix signature at the request form			BSC Official Receipt
3	Present the accomplished Request Form at the Registrar's Office and wait for the claim stub	Check the form and make sure that the name of the requester is legibly written and the authorized claimant. Give the claim stub with the expected date of claiming. Do the requested service <ol style="list-style-type: none"> 1. Copy of Grades 2. Evaluation 	5 minutes	Clerk/Registrar	
4	Claim the Copy of Grades or Evaluation of Earned Units/Subjects taken on the specified date on the claim stub	Release the copy of Grades or Evaluation Result	5 minutes	Clerk/Registrar	Claim stub
End of Transaction					