





# ENCODING AND SUBMISSION OF STUDENT GRADES

Doc. Control No.	PRMSU-ASA-COMSP05		
Effectivity Date	April 24, 2019		
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## 1.0 OBJECTIVE

To create and preserve a documented system for encoding and submission of student grade.

## 2.0 SCOPE

This procedure applies to all departments/colleges of the university.

## 3.0 REFERENCES

Student Manual

## 4.0 DEFINITION OF TERMS

**College Dean** - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.

**Encoding of Grade** – it is a process of entering/inputting the earned mark of the students in the information system.

**Faculty** - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

**Registrar** - an official in a college or university who is responsible for keeping student records.

**Student** – someone who has been admitted to a college or university who is teaching under the supervision of a certified teacher in order to qualify for a degree in education.

**Submission of Grade** – it is an action of presenting the complete earned mark of the student to a superior force.

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 BY: BERRY OT. DRAMA  
 DATE: APR 24 2019

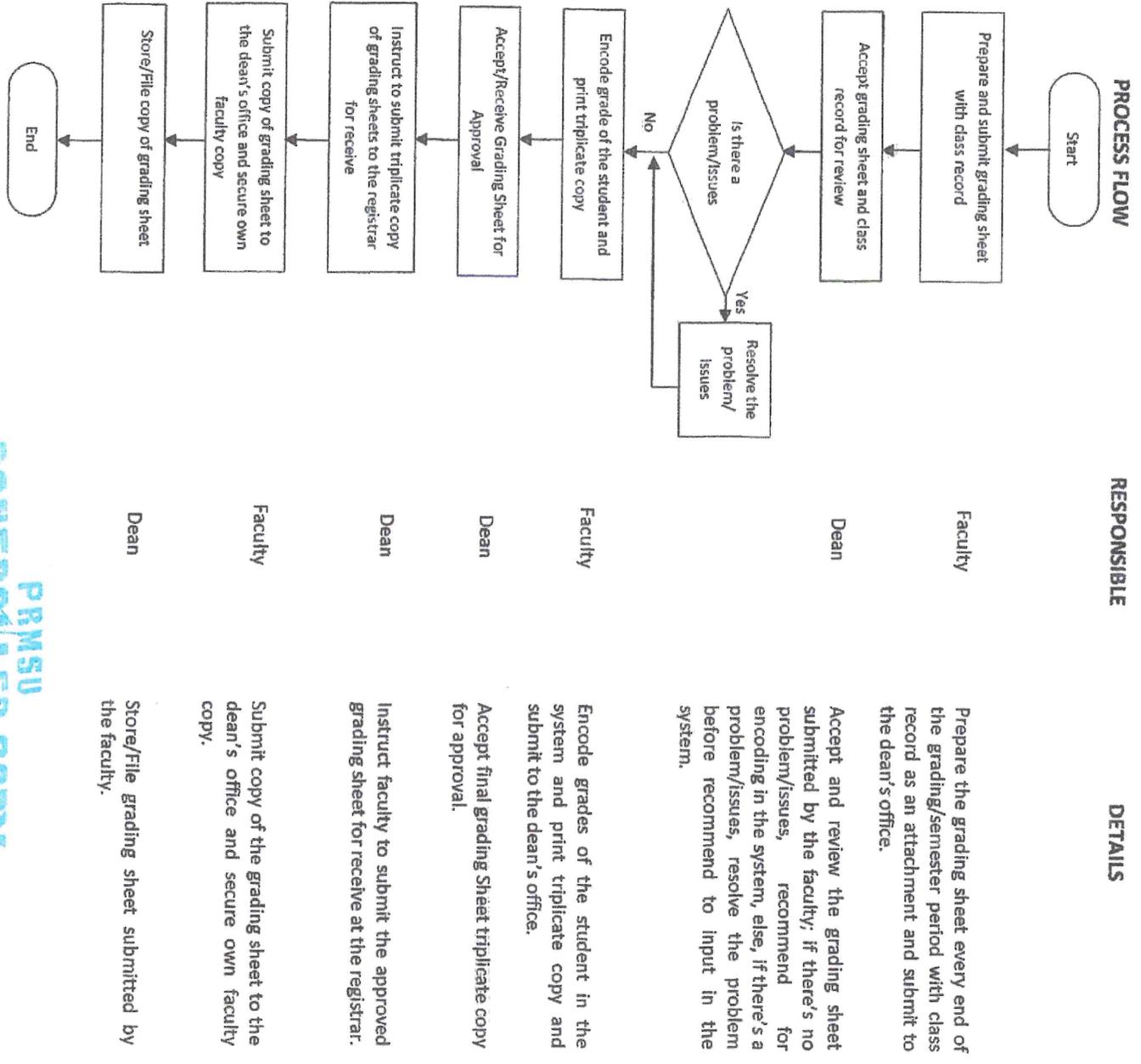
Prepared by:	 <b>MENCHIE A. DELA CRUZ, Ph.D.</b> CCIT Dean	Reviewed and Approved by:	 <b>JESSIE S. ECHAURRE, Ed.D.</b> VP, Academic and Student Affairs
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**5.0 PROCEDURES**



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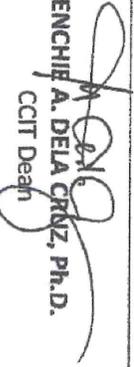
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**6.0 ATTACHMENT/FORMS**

- Grading Sheet from the faculty for Encoding
- Final Copy of Grading Sheet from the Information System
- Class Record

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BY: GERMILDE DIAZ  
DATE: APR 24 2019

Prepared by:  <b>MENCHIE A. DELA CRUZ, Ph.D.</b> CCIT Dean	Reviewed and Approved by:  <b>JESSIE S. ECHAURE, Ed.D.</b> VP, Academic and Student Affairs
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Republic of the Philippines  
**PRESIDENT RAMON MAGSAYSAY STATE UNIVERSITY**  
 Iba, Zambales

Schedule ID: 141781

Subject/Course Code: MT 383 School Year: 2017-2018 / SUMMER

Description: Vector and Tensor Analysis Department: CCIT Course/Curr. Section: BSCE01181

Professor/Instructor (Printed Name): MARTIN, DIONISIO M.

	NAME	PRELIM	MIDTERM	FINALS	FINAL RATING		REMARKS	
					1.8283	GRADE		POINT GRADE
	MALE							
1.	Astacio, John Paul C.	92.0	91.2	92.5	92.1	92.09	1.75	PASSED
2.	Barrantos, Kenneth A.	87.0	89.9	91.4	89.8	90.00	1.75	PASSED
3.	Laborce, Shan Michouei E.	81.0	82.9	89.0	84.7	85.00	2.25	PASSED
4.	Lagus, Rico Angelo Kai D.	81.0	85.1	91.7	86.5	87.00	2.00	PASSED
5.	Salazar, Michael Jay R.	81.0	85.7	92.1	87.6	88.00	2.00	PASSED
	FEMALE							
1.	Carnosa, Meyzelle M.	79.0	81.9	88.5	83.5	84.00	2.25	PASSED

Submitted & certified correct (Prelim)

Submitted & certified correct (Midterm)

Submitted & certified correct (Finals)

  
 MARTIN, DIONISIO M.  
 Prof./Instructor

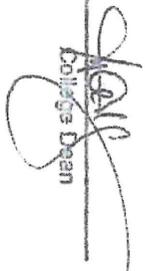
  
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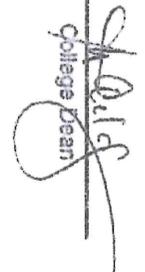
  
 MARTIN, DIONISIO M.  
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Date Submitted: June 06, 2018

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