



# ENCODING AND SUBMISSION OF STUDENTS' GRADES IN THE NEW NORMAL

Doc. Control No.

**PRMSU-ASA-COMSP017**

Effectivity Date

May 4, 2021

Revision No.

00

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 BY: GERRY DRAYA  
 DATE: MAY 04 2021

### Revision History

Rev. No.	Originator	Details of Revision	Approval Date	Effectivity Date
00	Marlon James A. Dedicatoria	Original Issue	May 3, 2021	May 4, 2021

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Prepared by:  
**MARLON JAMES A. DEDICATORIA, Ph.D.**  
 Dean, College of Engineering

Reviewed and Approved by:  
**FELIPA M. RICO, Ph.D.**  
 VP, Academic and Student Affairs



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## 1.0 OBJECTIVE

To create and preserve a documented system for encoding and submission of students' grades.

## 2.0 SCOPE

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

## 3.0 REFERENCES

- Student Manual
- PRMSU OUP Memorandum No. 108 s. 2020
- PRMSU Strategic Framework for Flexible Teaching and Learning

## 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.

**Program Chair** – An administrative officer in charge of a program.

**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.

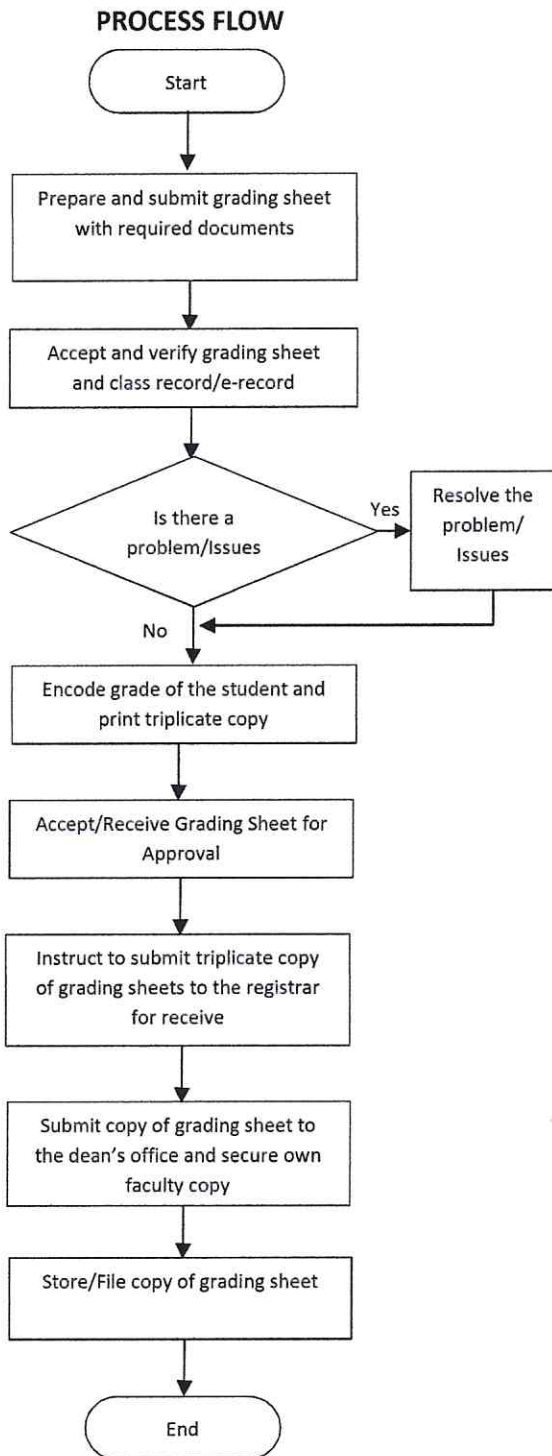
**UIS** – University Information System

Prepared by:  
**MARLON JAMES A. DEDICATORIA, Ph.D.**  
 Dean, College of Engineering

Reviewed and Approved by:  
  
**FELIPA M. RICO, Ph.D.**  
 VP, Academic and Student Affairs

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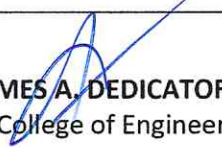
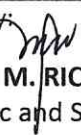
**5.0 PROCEDURES**



**RESPONSIBLE**



Faculty	Prepare the grading sheet with class record/e-record as an attachment and submit to the program chair's office.
Program Chair/Dean	Accept and verify the grading sheet submitted by the faculty; if there's no problem/issues, recommend for encoding in the system, else, if there's a problem/issues, resolve the problem before recommend to input in the system.
Faculty	Encode grades of the student in the system and print/save e-copy and submit/e-mail to the dean's office/e-mail address.
Program Chair/Dean	Accept final grading Sheet triplicate copy for final review and approval.
Dean	Instruct faculty to submit the approved grading sheet for receive at the registrar.
Faculty	Submit copy of the grading sheet to the dean's office and secure own faculty copy.
Dean	Store/File grading sheet submitted by the faculty.

Prepared by: <div style="text-align: center;">   <b>MARLON JAMES A. DEDICATORIA, Ph.D.</b>          Dean, College of Engineering       </div>	Reviewed and Approved by: <div style="text-align: center;">   <b>FELIPA M. RICO, Ph.D.</b>          VP, Academic and Student Affairs       </div>
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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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Prepared by:

**MARLON JAMES A. DEDICATORIA, Ph.D.**  
Dean, College of Engineering

Reviewed and Approved by:

**FELIPA M. RICO, Ph.D.**  
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