

# **Application of Work Measurement in the Analysis of the True Copy of Grades Processing at the College of Engineering in UP Diliman**

**Lorelie C. Grepo<sup>1</sup> and Aura C. Matias<sup>2</sup>**

*<sup>1, 2</sup>University of the Philippines*

*<sup>1</sup>lorelie.grepo@gmail.com, <sup>2</sup>auramatias@gmail.com*

## Abstract

This study is an application of work measurement to the TCG processing done by Engineering Administration personnel. Work sampling was done to determine their workload and to assess whether the staff can accommodate the requests of students for certified documents. It was found out that the current workload will permit the processing of requests by the students. To address the problem on the long processing time, actual processing time for preparing a TCG was done and it was shown that in approximately 5 minutes, 1 TCG can be finished, given that inefficiencies in the process such as duplication of tasks, delays and unnecessary processes will be eliminated. It is recommended that a cutoff time be set so that requests for a day can be processed in the afternoon that would permit the students to claim their certified TCG's a day after it was requested.