



PROCESS FLOW FOR IDENTIFICATION CARD REPLACEMENT

ACTIVITIES

PERSON RESPONSIBLE

Report the loss of ID at the Office of Students Services.

The student must secure an affidavit of loss duly notarized and present it to the OSS.

The student register in the designated logbook.

The student then fills out the following sections in the Request Slip:

- Date
- Name
- Check ID

Student

The request is recommended for approval by the Prefect of Discipline/Dean of the OSS

Prefect of
Discipline/Dean of the

The student must present the Request Slip to the Finance Office

Student

The Finance Office issues official receipt corresponding to the request fee

Cashier, Finance Office

The student must present the Request Slip and Official Receipt to the City Print

Student

The City Print Issues the new ID to the student

City Print staff

The student must present the newly issued ID to the Prefect of Discipline/Dean of the OSS and surrender the Request Slip

Student

END OF PROCESS