



**APPLICATION FOR REPLACEMENT OF LOST/STOLEN IDENTIFICATION CARD**

**I. Statement of Lost Identification Card**

I, Mr./Ms. \_\_\_\_\_, a \_\_\_\_\_ year student, taking up \_\_\_\_\_ from the \_\_\_\_\_ with student number \_\_\_\_\_ do hereby depose and say:

That sometime on \_\_\_\_\_ I lost my Identification Card due to \_\_\_\_\_; that earnest and diligent effort to locate the same was rendered futile; and that the same was not confiscated by authorities for violation of any law or used for illegal purposes.

In view thereof, I am requesting for the replacement of my lost Identification card. I undertake to be more careful and prudent next time so that this incident will not be repeated. I am willing to submit myself to a corresponding disciplinary action should I lose the said document again.

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
*Signature of parent/guardian*

**Attested by:**

\_\_\_\_\_  
*Dean/Principal*

\_\_\_\_\_  
*Chief, Guidance and Counsel Office*

**II. Action Taken**

We have already interviewed the above named student who lost the abovementioned document. We also evaluated all requirements he/she had submitted in this office and we found the same to be complete, in order, sufficient and satisfactory.

Respectfully endorsed for approval.

*FOR UNDERGRADUATE STUDENTS SIGNATURE OF "SAS" SHALL BE AFFIXED. FOR BASIC EDUCATION STUDENTS SIGNATURE OF THE "PROGRAM COORDINATOR" SHALL BE AFFIXED.*

**JAYSON R. FRANCISCO**  
 Head, Management Information Systems Office

Recommending Approval:

**RANILO S. CASTILLO II, MBA**  
 Head, Office of Students Affairs Services

**JOBELLE S. GONZALES**  
 Head, Program Coordinator

**PROCEDURE/STEPS**

Read carefully and understand the content of this Form. Be sure that this Form is properly accomplished and signed by your parent/guardian accompanied with their ID or *Cedula (for undergrad students only)* and by your Dean/Principal of the College/Department before proceeding to the Guidance, Counseling and Management Information Systems Office.

**Step 1 INTERVIEW AND EVALUATION OF REQUIREMENTS**  
**Guidance & Counseling Office**  
*Guidance Office Msgnr. Lansangan Bldg.*

*\*Photocopy of this form (front only) before proceeding to step 2.*

**Step 2 ENDORSEMENT OF REQUEST**  
**College/Basic Education Department (Student Affairs Services Head)**  
*College Faculty Rm/Elementary Dpt Faculty Rm, Msgnr. Lansangan Bldg.*

**Step 3 PAYMENT**  
**Cashier's Office**  
*Ground floor Msgnr. Lansangan Bldg. East Wing*

BASIC EDUCATION DEPARTMENT (PRE-ELEM, ELEM, JHS, SHS)

No. of Lost	Penalty	ID Materials	Total Amount
1 <sup>st</sup> Lost	P25.00	P200.00	P225.00
2 <sup>nd</sup> Lost	P50.00	P200.00	P250.00
3 <sup>rd</sup> Lost	P75.00	P200.00	P275.00

UNDERGRADUATE DEPARTMENT (COLLEGE)

1 <sup>st</sup> Lost	P50.00	P200.00	P250.00
2 <sup>nd</sup> Lost	P75.00	P200.00	P275.00
3 <sup>rd</sup> Lost	P100.00	P200.00	P300.00

**Step 4 APPROVAL, PROCESSING AND ISSUANCE OF REQUEST FOR DUPLICATE COPY OF IDENTIFICATION CARD (ID)**

**Management Information Systems Office**  
*ML 305, 3<sup>rd</sup> flr. MIS Office Msgnr. Lansangan Bldg. East Wing*  
**(Please present your latest Registration Certificate)**