



### 3 . Issuance of Lost and Replacement of Identification Card

This process by the OSS is for students who are requesting for replacement of their loss identification cards.

<b>Office or Division:</b>	<b>Office of Student Services</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>Students</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Registration Card		Admission Office		
Document: Application for Replacement of Lost Identification Card Form		<a href="http://www.pup.edu.ph">http://www.pup.edu.ph</a>		
Proof of Payment		Cashier's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION/S</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit to the Office of Student Services the filled-out form for issuance of lost/replacement identification card	Receive the form	None	1 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg
2. Pay corresponding fee at the Cashier's Office*	Receive the payment and issue official receipt	P 150.00	7 minutes	<i>Collection Officer</i> South Wing, Ground Floor, PUP Main Building
3. Present to the OSS the official receipt of payment for the processing and issuance of ID	Process and issue the ID	None	4 minutes	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
4. Sign in the OSS logbook provided for the purpose	Require the student to sign in the logbook	None	1 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
	<b>TOTAL:</b>	<b>PHP 150.00</b>	<b>13 minutes</b>	