



Frontline Services

Issuance of ID to incoming freshmen students

CAMPUS BUSINESS AFFAIRS OFFICE

Issuance of ID to incoming freshmen students

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Incoming freshmen students

What are the requirements:

Enrollment Form
Official Receipt

Duration:

Six (6) minutes

How to avail of the Service

| Step | Client | Office Activity | Duration of Activity | Person In-Charge |
|---------------------------------|--|---|----------------------|---|
| 1 | Present Registration Form and Official Receipt | Check if payment of ID was included in the assessment form paid in the Cashier's Office | 1 minute | Aron James Salvador John Reyes Ferlando Claravall |
| 2 | Fill-up ID application form | Check if complete/correct data was filled up | 1 minute | Aron James Salvador John Reyes Ferlando Claravall |
| 3 | Picture Taking | Prepare the camera for picture taking | 1 minute | Aron James Salvador John Reyes Ferlando Claravall |
| 4 | Sign for specimen signature | Provide signature table for the student | 1 minute | Aron James Salvador John Reyes Ferlando Claravall |
| 5 | Receive the ID | Print the student ID | 2 minutes | Aron James Salvador John Reyes Ferlando Claravall |
| End of Transaction (UBE Office) | | | | |