



Frontline Services

Issuance and re-issuance of ID (due to lost or damaged ID)

CAMPUS BUSINESS AFFAIRS OFFICE

Issuance and re-issuance of ID (due to lost/damaged ID)

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:

Affidavit of Loss
Official Receipt
Damaged ID (for issuance of damage ID only)

Duration:

Five (5) minutes

How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Submit OR and Affidavit of Loss	Check the OR and the Affidavit of Loss	1 minute	Aron James Salvador John Reyes Ferlando Claravall
2	Picture Taking	Prepare the camera for picture taking	1 minute	Aron James Salvador John Reyes Ferlando Claravall
3	Sign for specimen signature	Provide signature table for the student	1 minute	Aron James Salvador John Reyes Ferlando Claravall
4	Receive the ID	Print the student ID	2 minutes	Aron James Salvador John Reyes Ferlando Claravall
End of Transaction (UBE Office)				