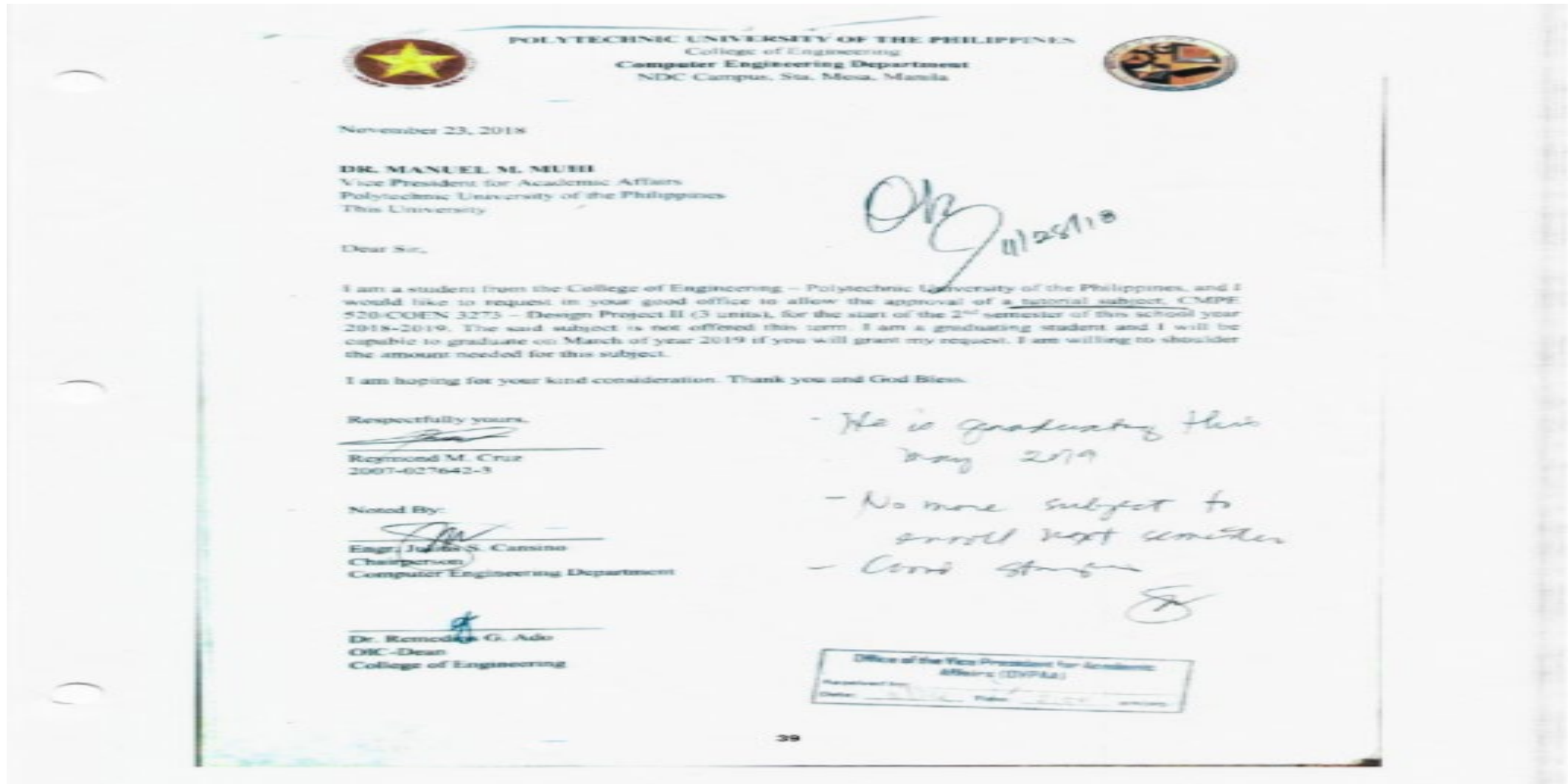




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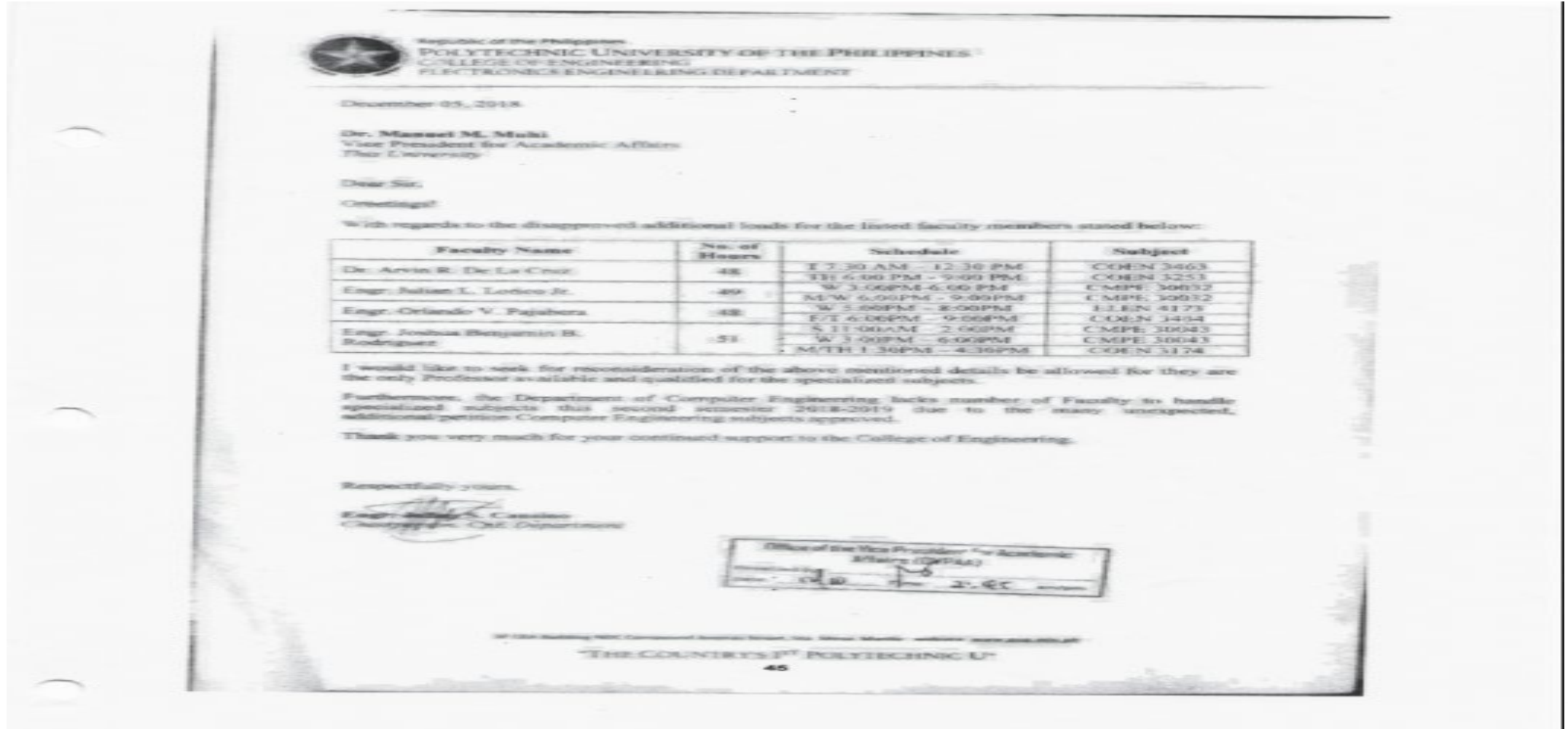


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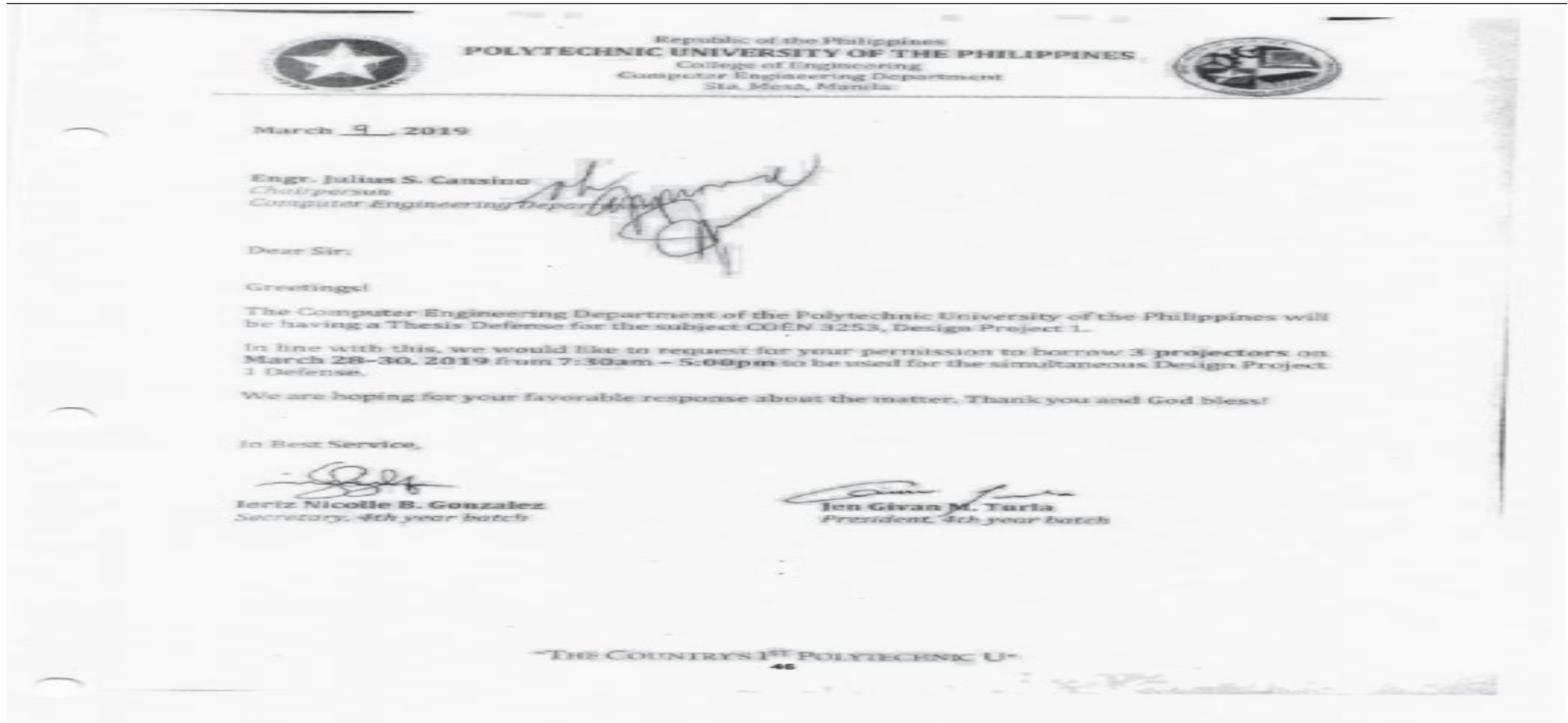


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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES  
OFFICE OF THE STUDENT SERVICES**

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

**I. Statement of Lost Identification Card**

I, Mr./Ms. ESTRINE C. EVANGELISTA, a N/A year student, taking up Bachelor of/in COMPUTER ENGINEERING from the College of ENGINEERING with student number 2015-12725-MN-D do hereby depose and say:

That sometime on DECEMBER 2015 I lost my Identification Card due to ACCIDENTALLY DROPPING IT SOMEWHERE ALONG MY WAY TO SCHOOL, 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.

MR. LOUIS C. EVANGELISTA  
Signature of parent/guardian

ESTRINE C. EVANGELISTA  
Signature over printed name

Attested by:  
EMIL C. JAVIER  
Dean/Chairperson

**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.

Recommending Approval: ATTY. JOANNA MARIE A. LIAO  
Chief, University Legal Counsel Office

Approved by: DR. NENITA F. BUAN  
Director, Counseling and Psychological Services

DR. NENITA F. BUAN  
Director, Counseling and Psychological Services

PROF. JOSE M. ABAT  
Director, Office of Student Services

**THIS FORM IS NOT FOR SALE**

**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/Chairperson of the College/Department before proceeding to the Guidance, Counseling and Testing Center.

**Step 1** **INTERVIEW AND EVALUATION OF REQUIREMENTS**  
Guidance, Counseling and Testing Center  
Room 205, Charlie Del Rosario Student Development Center

\* Photocopy of this form (front only) before proceeding to the University Legal Office

**Step 2** **ENDORSEMENT OF REQUEST**  
University Legal Counsel Office  
Room 302, Main Academic Bldg.

**Step 3** **PAYMENT**  
Cashier's Office  
Ground floor South Wing

UNDERGRADUATE/UTECH			
No. of Lost	Penalty	ID Materials	Total Amount
1 <sup>st</sup> Lost	P25.00	P75.00	P100.00
2 <sup>nd</sup> Lost	P50.00	P75.00	P125.00
3 <sup>rd</sup> Lost	P75.00	P75.00	P150.00
GRADUATE SCHOOLS and COLLEGE OF LAW			
1 <sup>st</sup> Lost	P25.00	P100.00	P125.00
2 <sup>nd</sup> Lost	P50.00	P100.00	P150.00
3 <sup>rd</sup> Lost	P75.00	P100.00	P175.00

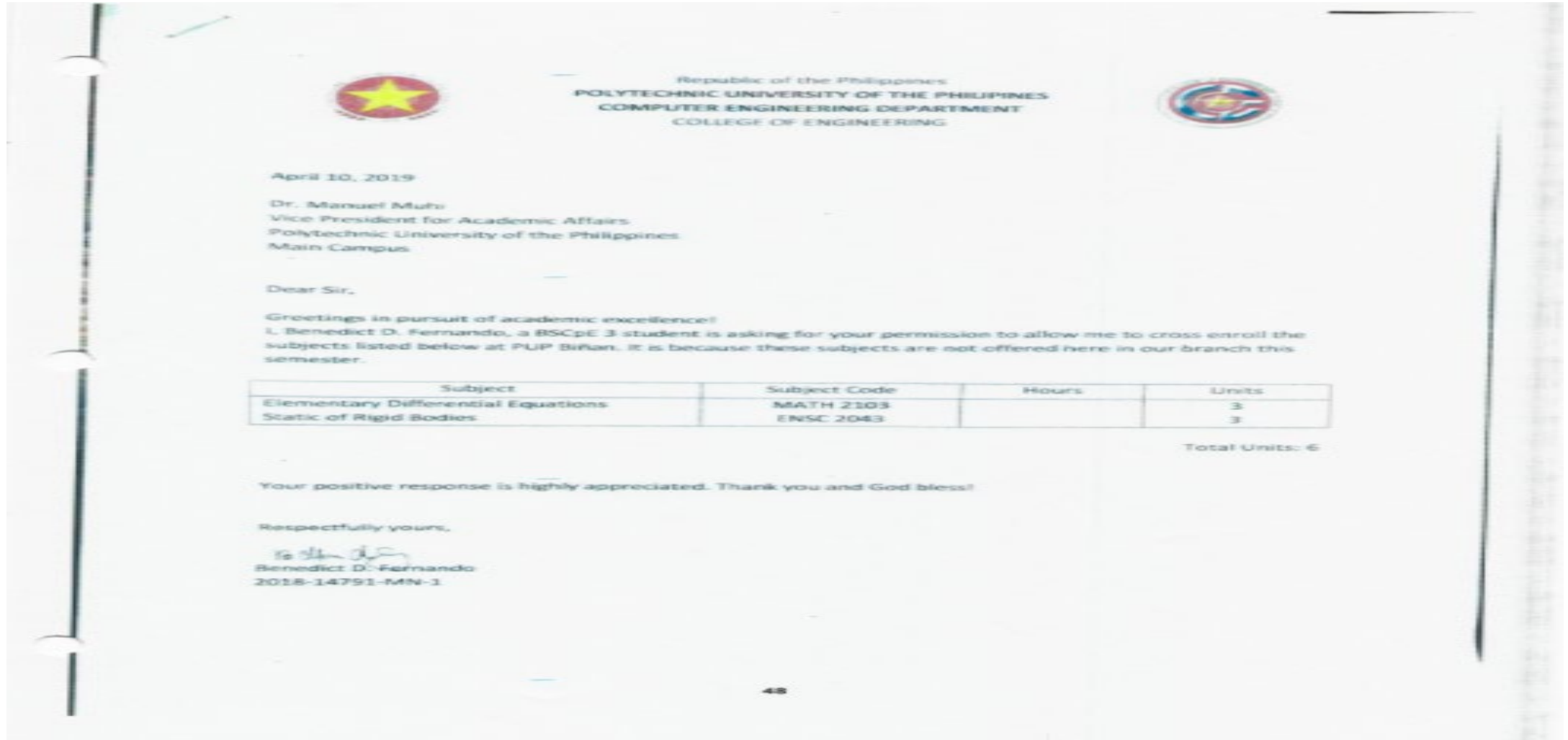
**Step 4** **APPROVAL, PROCESSING AND ISSUANCE OF REQUEST FOR DUPLICATE COPY OF IDENTIFICATION CARD (ID)**  
Office of the Student Services  
Room 208, Charlie Del Rosario Student Development Center  
(Please present your latest Registration Certificate)







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