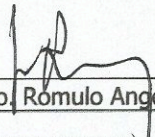


Policy No:	ADM-POL-FNR-0018
Policy Title:	Issuance of Dormitory Identification Cards
Implementation Procedure:	ADM-PROC-FNR-0017 Issuance of Dormitory Identification Cards
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy defines the authorized personnel and the conditions in the issuance of Dormitory Identification Cards.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All residents and guests are issued with Identification Cards.</li> <li>• Each identification card is color coded to distinguish whether the occupant is a guest, athlete or a regular resident.</li> <li>• All identification cards contain the occupant's name, picture (for athletes and regular occupants), duration of stay, room, bed number, and signature of the Dorm Administrator.</li> <li>• Only the Dorm Administrator can issue the Identification Cards.</li> <li>• All Identification Cards must be surrendered to the Dorm Administrator once the occupant terminates his duration of stay.</li> <li>• Any changes in the information contained in the Identification Card should be made by the Dorm Administrator.</li> </ul>
Applicability:	Finance and Resources Department
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	