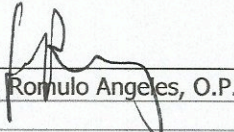


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|---|---|
| Procedure No: | ADM-PROC-FNR-0017 |
| Procedure Title: | Issuance of Dormitory Identification Cards |
| Related Policy: | ADM-POL-FNR-0018 Issuance of Dormitory Identification Cards |
| Date of Issuance: | S.Y. 2009-2010 |
| Effectivity: | S.Y. 2009-2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Finance and Resources Office |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure relates the requirements and issuance of Dorm Identification Cards. |
| Areas of Responsibility: | Finance and Resources Office |
| Procedure Details: | Step 1. The resident submits a picture and application form for the Identification Card. Step 2. The Dorm Administrator processes the documents submitted by the resident. Step 3. The Dorm Administrator releases the Identification Card to the resident. |
| Procedure Approval Authority: | Director of the Finance and Resources Department |
| References: | Dorm Occupancy Agreement Form |
| Definition: | |
| Help Page: | Finance and Resources Office |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  |
| Date of Approval: | Bro. Romulo Angeles, O.P. |