

UST:SO06-00-ME02
A.Y. 2023-2024

TO : DEANS, PRINCIPALS, DIRECTOR, REGENTS AND
ACADEMIC UNIT SECRETARIES

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : ID CARD PROCESSING

INTERNAL PROCEDURES FOR THE PROCESSING OF ID CARDS
FOR NEW STUDENTS, AY 2023-2024

STEP 1.

STEP 2.

STEP 3.

STEP 4.

STEP 5.

STEP 6.

STEP 7.

STEP 8.

FEMALE STUDENTS

REQUIREMENTS:

2x2 picture

2023001611

polo shirt/blouse, with black coat
