



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

APPLICATION FOR DUPLICATE OF LOST REGISTRATION CERTIFICATE

I. Statement of Lost / Promissory Letter

I, Mr./Ms. _____, a _____ year student,
 Bachelor of/in _____ from
 the College of _____ with student number
 _____ do hereby depose and say:

That sometime on _____ I lost my Registration Certificate due to
 _____;
 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 that a duplicate copy of my Registration
 Certificate be issued in my favor. 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.

Signature over printed name

Signature of parent/guardian

Attested by:

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.

DR. NENITA F. BUAN
*Chief, Guidance, Counseling and
 Testing Services*

Recommending Approval:

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

Approved by:

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

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 this form before proceeding to the University Legal Office*

Step 2
ENDORSEMENT OF REQUEST
University Legal Counsel Office
Room S302, Main Academic Bldg.

Step 3
PAYMENT
Cashier's Office
Ground floor South Wing
CERTIFICATE FEE: P 150.00

Step 4
APPROVAL OF REQUEST
Office of the Student Services
Room 208, Charlie Del Rosario Student Development Center

Step 5
**ISSUANCE OF DUPLICATE COPY OF REGISTRATION
 CERTIFICATE**

Please proceed to the office concerned for the issuance of your request

<i>For 1st year (Undergrad)</i>	Admission Services Ground Floor West Wing
<i>For 2nd year & above</i>	Office of the University Registrar Ground Floor South Wing
<i>For Graduate School</i>	GS Registrar's Office GS Bldg., PUP M. H. Del Plar Campus
<i>For Open University System</i>	OUS Student Services 4 th Floor NALLRC Bldg.
<i>For LHS</i>	PUPLHS Registrar's Office PUPLHS Bldg.
<i>Institute of Technology</i>	ITech Registrar's Office ITech Bldg., PUP NDC Campus
<i>College of Law</i>	CL Registrar's Office Lower Ground, NALLRC Bldg.