

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

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REQUIREMENTS:

2x2 picture

2023001611

polo shirt/blouse, with black coat

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