

## 1. LOST AND FOUND ITEMS

<b>Office or Division:</b>	Student Affairs and Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – government services transacting public			
<b>Who may avail:</b>	Everyone; Students of QCU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Current Registration Form stamped officially enrolled		Office of the Registrar/Applicant		
Current issued ID		Office of Student Affairs and Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Contact/Report to SASD for lost / found item	Issue lost and found form to fill out	None	2 minutes	SAU staff
2. Fill out lost and found form	Check the form if filled out properly  Post the item through designated SASD FB page.	None	5 minutes	SAU staff
	<b>TOTAL:</b>	None	7 minutes	

## 2. ISSUANCE OF NEW UNIVERSITY IDENTIFICATION CARD (ID)

The University Identification (ID) Card of student is given to successfully enrolled students for the current semester.

<b>Office or Division:</b>	Student Affairs Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Officially enrolled freshmen or transferee students of QCU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of officially enrolled freshmen and transferees' students		Office of the Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Application form	1. Verify the latest registration form	None	3 to 4 minutes	SAU staff
2. Data Encoding - Signature - Photo Capture	2. Verify student information		3 to 5 minutes	SAU staff
3. Printing of Student ID	3. Record transaction in the log book		2 minutes	
4. Release of ID				
	<b>TOTAL</b>		7 minutes	