1. LOST AND FOUND ITEMS

Office or Division:	Student Affairs and Services Division			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Everyone; Students of QCU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Registration Form stamped officially enrolled		Office of the Registrar/Applicant		
Current issued ID		Office of Student Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	TOTAL:	None	7 minutes	

2. ISSUANCE OF NEW UNIVERSITY IDENTIFICATION CARD (ID)

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

Office or Division:	Student Affairs Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Officially enrolled freshmen or transferee students of QCU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of officially enrolled freshmen and transferees' students		Office of the Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out Application form
 	
2. Data Encoding
  - Signature
  - Photo Capture
 	
3. Printing of Student ID
 	
4. Release of ID
	1. Verify the latest registration form
	2. Verify student information
	3. Record transaction in the log book
		None	3 to 4 minutes
			
			3 to 5 minutes
			
			2 minutes
				SAU staff
				
				SAU staff

	TOTAL		7 minutes	

Same process on the following transactions:

1. **Re-Issuance of Lost ID**
2. **For updating Information (for student shifted their course)**

3. ISSUANCE OF ID CERTIFICATION FOR DSWD/CHED FOR EDUCATIONAL ASSISTANCE REQUIREMENT

Office or Division:	Student Affairs Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government Services Transacting Public			
Who may avail:	Students of QCU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Registration Form stamped officially enrolled		Office of the Registrar/Applicant		
Current issued ID		SASD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Certification for ID validation	1.1 Verify documents	None	1 minute	SAU staff
	1.2 Verify records on the database	None	1 minute	SAU staff
	1.3 Prepare Certification for signature of the SASD Head	None	2 minutes	SAU staff and Head of SASD
2. Receive / Claim				
	TOTAL:	None	3 minutes	