



**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.

**ASSOC. PROF. BARBARA P. CAMACHO**  
 \_\_\_\_\_  
*Director, Counseling and Psychological  
 Services*

Recommending Approval:

Approved by:

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

**ASSOC. PROF. JOSE M. ABAT**  
 \_\_\_\_\_  
*Director, Office of Student Services*

**THIS FORM IS NOT FOR SALE**

**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 1<sup>st</sup> year (Undergrad)</i>	Admission Services Ground Floor West Wing
<i>For 2<sup>nd</sup> year &amp; 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 <sup>th</sup> 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.