

PROCESSING OF ALUMNI I.D.

Schedule of Availability of Service: Monday - Friday (7:30 am to 4:30 pm)

Who May Avail of the Service: UPM Alumni

What are the Requirements: 1"x1" I.D picture, Official Receipt

Step	Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Fill out the Application for UP Manila Alumni I.D form			-	-	Application for UP Manila Alumni I.D form
2	Pay to the UP Manila Cashier's Office		10 minutes	Cashier	P 150.00	-
3	Return to Alumni Office together with the: a. Accomplished form b. 1"x1" I.D picture c. Official Receipt			-	-	-
4		Receives document and verifies completeness	5 minutes	Administrative staff	-	-
5		Processing of I.D	5 minutes	Administrative staff	-	-
6	Receives I.D	Releases I.D	2 minutes	Administrative staff	-	-
END OF TRANSACTION						