

# ID101



*Your Guide to the DLSU Identification Card*

# Your **Identification Card** ensures our **campus security.**



Your Identification Card (ID) is equipped with a unique **Radio Frequency Identification (RFID) chip** to ensure that only authorized persons can enter the University.

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- ✓ **Tap your ID** at the designated ID terminal upon entry.
- ✓ **Wear your ID visibly** whenever inside the University.

## FAQs

# *What should I do if I **left my ID?***

- 1 Approach a gate with an ID Terminal.**  
Security personnel will verify your identity and enrollment status.
- 2 You will be given a one-day Campus Pass.**  
The Campus Pass shall serve as your ID for the day.
- 3 Return the Campus Pass before going home.**  
Failure to return the pass shall incur a fine of ₱50.00 per day.

Do I get a **minor offense** if I left my ID?

**Short Answer: Not immediately.**

**But,** you may incur a **minor offense** if you leave your ID for a consecutive number of times either (A) within the academic year, or (B) throughout your whole stay in the University. Ultimately, it can accumulate into a **major offense**. Scenarios A and B below illustrate these cases.

## SCENARIO A: *Single Year*

The 3<sup>rd</sup> and succeeding left ID infraction in a **single academic year** incurs a minor offense.

TERM	Incident	Record
1	1 <sup>st</sup> Left ID	NO OFFENSE
	2 <sup>nd</sup> Left ID	
2	3 <sup>rd</sup> Left ID	1 <sup>st</sup> MINOR OFFENSE
	4 <sup>th</sup> Left ID	2 <sup>nd</sup> MINOR OFFENSE
3	5 <sup>th</sup> Left ID	3 <sup>rd</sup> MINOR OFFENSE = MAJOR OFFENSE <sup>(a)</sup>

## SCENARIO B: *Whole Stay*

The 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> (and so on) left ID infraction in a student's **whole stay in the University** incurs a minor offense.

YEAR	Incident	Record
1	1 <sup>st</sup> Left ID	NO OFFENSE
	2 <sup>nd</sup> Left ID	
2	3 <sup>rd</sup> Left ID	
	4 <sup>th</sup> Left ID	
3	5 <sup>th</sup> Left ID	
	6 <sup>th</sup> Left ID	1 <sup>st</sup> MINOR OFFENSE

Notes: <sup>(a)</sup> Three (3) minor offenses of the same kind accumulate to one (1) major offense.

## FAQs

# What should I do if I **lost my ID?**

1

### **Approach a gate with an ID Terminal.**

Have your identity and enrollment status verified and be issued a Campus Pass. This shall serve as your ID for the day. Return this pass at the end of the day.

2

### **Secure a notarized Affidavit of Loss.**

This will protect you from the risk of any unauthorized use of your lost ID. Have the Affidavit notarized by a legitimate notary public.

3

### **Request for a new ID card at *The Hub*.**

Bring the Affidavit and proceed to the Enrollment Services Hub at 2F Henry Sy Sr. Hall. Pay the ID fee and expect a new card to be issued in 3-5 days.

# Policy on Lost IDs

The first and second lost ID infractions are recorded without an offense.

LOST ID INFRACTION	Discipline Record	Implications
3 <sup>rd</sup>	<b>NO OFFENSE</b>	Payment of <b>ID Replacement Fee</b> , <sup>(b)</sup> Payment of <b>Fine</b> , <sup>(c)</sup> Attendance in the <b>SDFO Formation Program</b>
4 <sup>th</sup>	<b>NO OFFENSE</b>	Payment of <b>ID Replacement Fee</b> , Payment of <b>Fine</b> , Four (4) hours of <b>Academic Service</b>
5 <sup>th</sup>	<b>1<sup>st</sup> MINOR OFFENSE</b>	Payment of <b>ID Replacement Fee</b>
6 <sup>th</sup>	<b>2<sup>nd</sup> MINOR OFFENSE</b>	Payment of <b>ID Replacement Fee</b>
7 <sup>th</sup>	<b>3<sup>rd</sup> MINOR OFFENSE</b>	→ Constitutes a <b>MAJOR OFFENSE</b>

Notes: <sup>(b)</sup> This is paid for the issuance of a **new ID card (PHP597.00)**.

<sup>(c)</sup> A fine equivalent to the cost of ID (PHP597.00) is paid in addition to the ID Fee.

# Have more questions?



Student Discipline  
Formation  
Office

- ✓ Regularly check your My.LaSalle Account to view your ID status.
- ✓ Check the details of the ID Policy in the Student Handbook.
- ✓ Contact the SDFO for clarifications.

## Student Discipline Formation Office (SDFO)



**Ground Floor, St. Joseph Hall,**  
**Rooms 115, 117, and 105**  
De La Salle University Manila  
Taft Avenue, Manila 0922

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