



Issuance of Borrower's Card (Freshmen and New Students) Procedure



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Submission of requirements (official receipt of payment, 2pcs of 1x1 pictures).

Issuance of student's record form.

Submission of accomplished student's record form.

Verification of student's information.

Encoding, printing, validating, and issuance of borrower's card.

recording the student's details to DLM Back Office Module