



LEYTE NORMAL UNIVERSITY  
Tacloban City  
**OFFICE OF THE VICE PRESIDENT FOR  
STUDENT DEVELOPMENT AND AUXILIARY SERVICES**  
vpsdas@lnu.edu.ph  
053 888 0855 local 260



**REQUEST FOR RENEWAL OF STUDENT OLD ID FORM**

Date: \_\_\_\_\_

I would like to request renewal of my ID for the following reason/s:

- ( ) It does not look presentable anymore.
- ( ) It has been destroyed.
- ( ) Other reason/s: \_\_\_\_\_

Since the use of more than one ID is a ground for disciplinary action, my old ID is, therefore, surrendered to this office.

Very truly yours,

\_\_\_\_\_  
Name and Signature of the Student  
Program, Year and Section: \_\_\_\_\_  
Student Number: \_\_\_\_\_

Action Taken:

- ( ) Approved
- ( ) Disapproved

\_\_\_\_\_  
Name and Signature of the Vice President for  
Student Development and Auxiliary Services

**F-SDM-003 (09-02-19)**



LEYTE NORMAL UNIVERSITY  
Tacloban City  
**OFFICE OF THE VICE PRESIDENT FOR  
STUDENT DEVELOPMENT AND AUXILIARY SERVICES**  
vpsdas@lnu.edu.ph  
053 888 0855 local 260



**REQUEST FOR RENEWAL OF STUDENT OLD ID FORM**

Date: \_\_\_\_\_

I would like to request renewal of my ID for the following reason/s:

- ( ) It does not look presentable anymore.
- ( ) It has been destroyed.
- ( ) Other reason/s: \_\_\_\_\_

Since the use of more than one ID is a ground for disciplinary action, my old ID is, therefore, surrendered to this office.

Very truly yours,

\_\_\_\_\_  
Name and Signature of the Student  
Program, Year and Section: \_\_\_\_\_  
Student Number: \_\_\_\_\_

Action Taken:

- ( ) Approved
- ( ) Disapproved

\_\_\_\_\_  
Name and Signature of the Vice President for  
Student Development and Auxiliary Services

**F-SDM-003 (09-02-19)**