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**ACADEMIC SERVICE ENDORSEMENT FORM**

DATE: {date}

THRU: **Mr. MICHAEL G. MILLANES**

Director, SDFO

FROM: {idoFirst} {idoLast}

Discipline Officer

*Pursuant to the Student Handbook for AY 2015-2018 Implementing Guidelines on ID Policy (Appendix Z), we are endorsing Mr./Mrs. {firstName} {lastName} with Degree Program {degree} and ID No. {idn} to your department to render {numHrs} hours of mandatory academic service for entering campus with left/lost ID for {time} times.*

**IMPORTANT REMINDERS:**

1. Academic Service may include, but is not limited to the following: research work, clerical work (e.g. filing, encoding, collating, transcribing, etc.), event ushering service, development of info graphics and creative presentations, and other educational service opportunities.
2. Academic Service must be rendered and finished by the student **immediately** to avoid inconvenience/s (e.g. ID invalidation, non-issuance of EAF and/or official documents, late or non-approval for application to graduate) on the part of the student.
3. Academic Service may be monitored by the academic department by using the Time and Activity Record.
4. The Certificate of Completion must be properly filled-up and duly signed by the Academic Chair or his/her appointed representative and subject for verification by the SDFO to ensure authenticity of the document.
5. The Certificate of Completion must be forwarded to the **SDFO at SJ117 (Taft), W209 (Laguna) or 7th Floor (BGC)** by the student or by the academic department.

Thank you.

Cc: Department

Student