****

**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.

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Time-In** | **Time-out** | **No. of Hrs** | **Tasks** | **Person In-Charge** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TO: **STUDENT DISCIPLINE FORMATION OFFICE**

**CERTIFICATE OF COMPLETION**

This is to certify that Mr./Ms. {firstName} {lastName} with Degree Program {degree} and ID No. {idn} has completed {numHrs} hours of academic service to our department on \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you.

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name Designation Department