



**Philippine Christian University**  
**INFORMATION AND COMMUNICATIONS**  
**TECHNOLOGY CENTER**

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*Office of the Vice President for Information and Communications Technology*

Inter-Office Memo (Manila Campus, Cavite Campus, MJCن Campus, off-campus sites)

**MEMORANDUM ICT-2K22-075 (preceding Memo IT-02K20-066)**

**TO : ALL STUDENTS (Tertiary level) – Associate, Bachelor's, Master's and Doctoral degrees;  
ON-CAMPUS AND OFF-CAMPUS SITES**

**FROM : PROF. MARIO G. MIRANDA, II**  
*Vice President for Information and Communications Technology*

**DATE : 27 January 2022 (Thursday)**

**RE : STUDENT IDENTIFICATION CARDS – POLICY and PROCEDURES**

**Policy ICT-011: Student ID Card Policy (preceding Policy IT-011)**

**Purpose and Objectives:** This policy sets out the obligations of officially enrolled students of Philippine Christian University in the Tertiary level whether in the on-campus and off-campus programs. The student Identification Card (ID) is a multi-use card that provides many functions and usage, from admission, identification, security and other ICT-related services in the University officially processed and produced by the **Information and Communications Technology Center (formerly Information Technology Department) – ID Production Division**.

**Policy Scope/Coverage:** This policy covers all Tertiary level students enrolled at the Philippine Christian University in all campuses (Manila, Dasmariñas and Mary Johnston College of Nursing (MJCن) Campuses including its distance education, extension classes and TNE/TNEEP offered programs and courses), on-campus and off-campus sites.

**Policy Statement:** The University will issue an ID Card, containing a photographic image with embedded technology (i.e. QR Code, contactless/RFID etc.) to all its enrolled students at the commencement of their program. The ID Card must be produced on request and remains the property of Philippine Christian University.

**Policy ICT-012: Student ID Card Procedures (preceding Policy IT-012)**

**Purpose and Objectives:** These procedures apply to the issue and management of Student Identification Cards of Tertiary level students implementing thereafter, the policies of the **University Student Manual of the Office of Student Affairs, Article 3: Section 7, 7.1 - 7.8: Student Identification Card** and enact **Policy ICT-011: Student ID Card Policy of the Information and Communications Technology Center (formerly Information Technology Department)**.

**Procedures Scope/Coverage:** These procedures apply to all Tertiary level students at the Philippine Christian University.



**Procedural Guidelines:** The following are the listed guidelines for the general administration of the student identification cards:

1. **ID cards are mandatory for all students** including those studying through online/distance education, extension classes and TNE/TNEEP offered programs and courses), on-campus and off-campus sites.
2. ID cards will only be produced for students who are enrolled in courses in their initial enrolment, validated by the **Office of Student Affairs** (for the College Level) every semester, trimester (for the Graduate School/TNEEP) or the summer term upon re-enrollment, thereafter, student identification cards shall be valid for a maximum of *five (5) years for the Bachelor's, Master's and Doctoral degrees and three (3) years for the Associate programs*. **No validation for the succeeding semester or trimester means the student is not officially enrolled in their succeeding semester or trimester term.**
3. It is the student's responsibility to provide, at their initial enrolment, full and complete information for the production of their ID card (via Google Forms, controlled document per ISO 9001:2015). **"No Registration Card, No ID Policy"** shall apply in the initial enrollment.
4. **On-campus enrolled students** are expected to attend the campus in person to have their ID card produced at the **ICTC - ID Production Division**. Students should wear the prescribed University uniform (Associate and Bachelor's), professional attire (for the Master's and Doctoral degrees).
5. **ID cards will only be produced on the current initial semester or trimester enrollment only**, it is the obligation of the student to apply for their official student identification card stated within this period, whether in the on-campus or off-campus sites, where applicable. Site Coordinators are enjoined to facilitate this vital requirement.
6. Per policy of the Office of Student Affairs and the Information and Communications Technology Center, students with artificial hair colors (male and female students) and earrings (for male students) will not be allowed to have their photos taken during the ID production. *This policy may be relaxed depending on the health declaration policies of the IATF as approved by the OVPICT.*
7. Students are required to **activate their official @pcu.edu.ph accounts**. **"No @pcu.edu.ph Account, No ID Policy"** shall apply in the initial enrollment.

**Online/Distance Education, Extension Classes, TNE/TNEEP Students (off-campus sites):**

1. **Off-campus enrolled students** in the online/distance education (blended learning), extension classes and TNE offered programs and courses (i.e. is not enrolled in any on-campus courses and is enrolled in at least one course in an off-campus site), may obtain an ID card remotely, without having to personally attend the campus. **Off-campus enrolled students** or their **designate Coordinator** (in close coordination with the College or Unit the students are enrolled) may opt to attend the campus in person to have their ID card/s produced at the **ICTC - ID Production Division**.
2. Students seeking to obtain an ID card remotely must complete the **ID Application for College and Graduate School Form** (controlled document, per ISO 9001:2015):
  - a.) may be sent in print with complete information including the extension class name, course, secondary/personal email (for activation of @pcu.edu.ph account), specimen signature (black ink) and with professional/studio-type picture (half-body shot);
  - b.) may be sent directly thru email at [production.ictcmanila@pcu.edu.ph](mailto:production.ictcmanila@pcu.edu.ph) with complete information including the extension class name, course, secondary/personal email (for activation of @pcu.edu.ph account), specimen signature (black ink), professional/studio-type picture (half-body shot) as the required attachments.

The ID Application Form may be obtained from the Academic Unit you are enrolled, the Information and Communications Technology Center and will be available as a downloadable form in the University websites.

**Cardholder Responsibility:**

The student is responsible for:

- a.) Promptly notifying the University of any change in personal details (for example, residential or postal address, name change, etc.) to maintain the currency of identification and contact details;
- b.) Paying for a replacement card if the original card was produced based on incorrect enrolment information provided by the student (for example, incorrect graduation semester resulting in the ID card expiring prior to degree requirements being met);
- c.) Applying for a replacement ID card to reflect their true enrolment status if they change their course or majors; and
- d.) Returning the ID card to the University should their enrolment be cancelled.

The identification card must be produced on request and remains the property of Philippine Christian University. Any attempt to fraudulently obtain or use an identification card will be dealt with under the University policy and/or referred to law enforcement agencies.

**Application Process for Obtaining Replacement Cards:**

Students requiring a replacement ID card because the original card has been lost, stolen or destroyed, can apply for a replacement card by completing and submitting the Request for Replacement ID Card form.

There is a fee for the replacement of the ID card if:

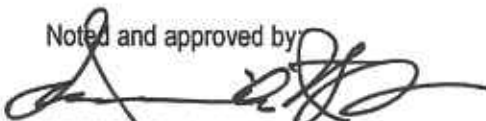
- the ID card is lost or destroyed;
- if a new card is required to correct inaccurate enrolment information; or
- if a new image is requested (see the Request for Replacement ID Card form for details).

Replacement ID cards are issued free of charge only where replacement is necessary as a result of: University error; extension of program duration; change of program; legal change of name; or loss of ID card due to theft.

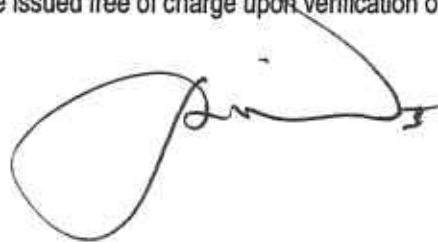
Students requesting a replacement ID card due to change of name (*for example, because of marriage, affidavit of name change or other legal name change*) must submit certified documentary evidence of the change of name to the Office of Student Affairs. A replacement ID card will be issued free of charge upon verification of the name change.

Please be guided accordingly.

Noted and approved by



**JUNIFEN F. GAUUAN, Ph. D.**  
University President



cc: OVPGEP, OVPIC, OVPFA, AVP for Audit and TQM, University Treasurer, University Registrar, OEPA Director, SSO Director  
All College/Graduate School Deans - Manila Campus  
All Program Coordinators and Dept. Heads (College/Grad. School Level) - Manila Campus  
All Coordinators/Site Coordinators (TNEPT Program and Extension Classes)  
OIC, Security Office  
ICTC - ID Production Division  
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