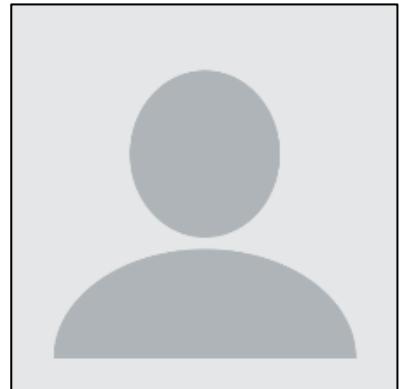


# SAINT MICHAELS COLLEGE OF LAGUNA

OLD NATIONAL ROAD, PLATERO, CITY OF BIÑAN LAGUNA

## FETCHER'S INFORMATION SHEET

Fill out this form in capital letters.



### A. FETCHER'S INFORMATION

Last Name:

First Name:

Middle Initial:

Contact No.:

### B. STUDENT'S INFORMATION

1. Last Name:

First Name:

Student No.:  Grade:

Section:

2. Last Name:

First Name:

Student No.:  Grade:

Section:

3. Last Name:

First Name:

Student No.:  Grade:

Section:

4. Last Name:

First Name:

Student No.:  Grade:

Section:

## **Policies/ Guideline on the Application and Issuance of Fetcher's ID**

To uphold the safety and security of our entire campus community, Saint Michael's College of Laguna will issue a Parent/Guardian/Fetcher's ID for individuals who will be using the Old National Road and Teodora pedestrian gates.

- **Issuance:** Each family will receive one complimentary ID, valid for one academic year and renewable annually. Additional or replacement IDs can be obtained for a fee of Php 450.00 per ID.
- **ID Usage:** It is mandatory for all parents, guardians, and fetchers to always wear their ID visibly while on campus.
- Application form may be submitted to the Class Adviser or Information Technology Office.

Issuance of fetcher's ID will be two (2) to three (3) days from application and must be claimed at the Information Technology Office from Monday to Saturday 9:00 AM to 4:00 PM.

### **Privacy Notice**

Saint Michael's College of Laguna is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the way, any personal data relating to students and their families are to be processed. Mr. Khevin Limosinero acts as a Data Protection Officer for SMCL; he can be contacted at [privacy@smcl.edu.ph](mailto:privacy@smcl.edu.ph).

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data (The Institution is required to share some data of the students to DepEd or CHED). Where the school outsources data to a third-party processor, the same data protection standards that the Institution upholds are imposed on the processor.

**Address: Old National Road, Platero, City of Biñan, Laguna 4024 Philippines**

**Telephone: (02) 84055040**

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Applicant's Signature over Printed Name