

**LOYOLA GRAND VILLAS HOMEOWNERS' ASSOCIATION, INC.**  
**LGV Community Center, Columbia Street**  
**Loyola Grand Villas, Quezon City**  
**Tel. Nos. 920-7274 & 435-5036**

ID No.: \_\_\_\_\_

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

**APPLICATION FOR ID**

**PERSONAL DATA**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Province/Home Address: \_\_\_\_\_ Sex: \_\_\_\_\_ Birthday: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
LGV Employer's Address/Jobsite: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Complexion: \_\_\_\_\_

**Validity Of ID:** Six (6) months for Construction Workers  
Six (6) months for Office Employees or Secretary  
One (1) year for Household helpers, drivers, private guards and the likes

**Requirements:**

- latest Barangay Clearance
- Police Clearance or NBI Clearance
- Certification from Homeowner for House helper, Driver, Private Guard and the like

**Schedule of ID Application & Processing**

- Tuesday & Thursday, 9:00 a.m. to 12:00 noon & 1:30 to 5:30 p.m.
- Saturday, 9:00 a.m. to 12:00 noon & 1:30 to 5:30 p.m.

The Homeowners undertakes full responsibility over the conduct and behavior of the worker while inside the village premises. He/She is not allowed to loiter around between 6:00 p.m. to 6:00 a.m.

\_\_\_\_\_  
Signature of Applicant

Processed by: \_\_\_\_\_



Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_

LGVHAI Authorized Signature

Left Thumb Mark

Right Thumb Mark

\_\_\_\_\_  
Signature Over Printed Name of Homeowner

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Signature Over Printed Name of Homeowner

\_\_\_\_\_  
Date

SECURITY COMMITTEE  
LGVHAI

Dear Sir/Madam:

This is to certify that \_\_\_\_\_ is under my employment  
as \_\_\_\_\_ from \_\_\_\_\_  
to present.

\_\_\_\_\_  
Name and Signature of Homeowner

---

\_\_\_\_\_  
Date

SECURITY COMMITTEE  
LGVHAI

Dear Sir/Madam:

This is to certify that \_\_\_\_\_ is under my employment  
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Name and Signature of Homeowner