

OFFICE OF THE REGISTRAR

REQUEST FOR DOCUMENTS

PLEASE DOWNLOAD TO DESKTOP OR LAPTOP PC. DO NOT USE CELLPHONE TO FILL-OUT THIS FORM. EDIT THE NO. OF COPIES TO 0, IF DOCUMENT IS NOT REQUESTED.

		DOCUMENT TYPE	NO. OF COPIES	PRICES
LAST NAME		SCHOOL ABROAD <i>Senior High School</i> F137 / SF10		
FIRST NAME		SCHOOL ABROAD <i>Junior High School</i> F137 / SF10		
MIDDLE NAME		OFFICIAL Technical Vocational (TESDA) <i>Transcript of Record / F137 / SF10</i>		
BIRTHDATE				
BIRTHPLACE				
CITIZENSHIP		JUNIOR HIGH SCHOOL <i>for evaluation purposes only</i> <i>Transcript of Record / F137 / SF10</i>		
FATHER'S NAME				
MOTHER'S NAME		SENIOR/4THYR.HIGH SCHOOL <i>for evaluation purposes only</i> <i>Transcript of Record / F137 / SF10</i>		
	MALE FEMALE			
ADDRESS		CERTIFIED TRUE COPY REPORT CARD / F138 / SF9 GRADE		
MOBILE NO.		CERTIFIED TRUE COPY Diploma		
EMAIL ADDRESS		DUPLICATE DIPLOMA <i>*Present affidavit of loss/damage</i>		
REQUESTOR		Certificate of Enrollment		
RELATIONSHIP TO REQUESTOR		Certificate of Graduation		
PURPOSE OF THIS REQUEST		Certificate of Ranking		
		Certificate of Former Student		
		CERTIFICATION English is a Medium of Instruction		
			TOTAL:	

IMPORTANT REMINDERS

- All payments to the school may be made online using BILLS PAYMENT FACILITY via internet banking by using your bank's mobile app or website to transfer funds to the school's bank accounts. DLSZ online payment facility (<https://pay.dlszobel.edu.ph>) using your credit card or online banking accounts using the BILLS PAYMENT FACILITY with the following details:
 - Account Name: De La Salle Santiago Zobel School, Inc.
 - Bank/Account Number: Union Bank CA 018-03-000-6691
 - Subscriber's Name : Student Name/Student Number
 - Account: Transcript of Record/Others
 - Remarks: Request documents
- The Request is submitted to requestdocs@dlszobel.edu.ph and studentaccounts@dlszobel.edu.ph. This is **valid for processing upon submitting with the screenshot of the payment.**
- Requests shall be for **regular processing only**. A request to expedite is highly discouraged due to limited manpower to produce documents in campus.
- Regular processing shall be within a minimum of seven (7) working days (excluding, weekends and holidays).
- Any requests made after 3:30PM Friday will be processed the next working day (excluding weekends and holidays).
- The school reserves the right to withhold, deny or cancel any request for document due to pending accountabilities.
- Requested documents not claimed after sixty (60) calendar days will be destroyed.
- All personal information collected in this form will be kept confidential and will only be used for its intended purpose.