



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.

Table with columns: DOCUMENT TYPE, NO. OF COPIES, PRICES. Rows include: SCHOOL ABROAD (Senior High School, Junior High School), OFFICIAL Technical Vocational (TESDA) Transcript of Record, JUNIOR HIGH SCHOOL (for evaluation purposes only), SENIOR/4THYR.HIGH SCHOOL (for evaluation purposes only), CERTIFIED TRUE COPY REPORT CARD / GRADE, CERTIFIED TRUE COPY Diploma, DUPLICATE DIPLOMA, Certificate of Enrollment, Certificate of Graduation, Certificate of Ranking, Certificate of Former Student, CERTIFICATION English is a Medium of Instruction.

IMPORTANT REMINDERS

- All payments to the school may be made online using BILLS PAYMENT FACILITY via internet banking...
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.