

## Form No. R-01 De La Salle Santiago Zobel -Br. Rafael Donato FSC Night High School **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 Senior High School F137 / SF10	1	
FIRST NAME			SCHOOL ABROAD		
MIDDLE NAME			Junior High School F137 / SF10 OFFICIALTechnical Vocational (TESDA)		
BIRTHDATE			Transcript of Record / F137 / SF10		
BIRTHPLACE					
CITIZENSHIP			JUNIOR HIGHSCHOOL for evaluation purposes only		
FATHER'S NAME			Transcript of Record / F137 / SF10		
MOTHER'S NAME			SENIOR/4THYR.HIGH SCHOOL for evaluation purposes only		
	MALE	FEMALE	Transcript of Record / F137 / SF10	I	
ADDRESS			CERTIFIEDTRUECOPY	1	
			REPORT CARD / F138 / SF9 GRADE		
			CERTIFIED TRUE COPY		
MOBILE NO.			Diploma		
EMAIL ADDRESS			DUPLICATE DIPLOMA *Present affidavit of loss/damage		
REQUESTOR			Certificate of Enrollment	1	
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:	
				101712.	

## 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  $\geq$ 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.  $\triangleright$
- Regular processing shall be within a minimum of seven (7) working days (excluding, weekends and holidays).  $\geq$
- Any requests made after 3:30PM Friday will be processed the next working day (excluding weekends and holidays). ۶
- 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. ۶
- ⊳ All personal information collected in this form will be kept confidential and will only be used for its intended purpose.