

Form No. R-01 De La Salle Santiago Zobel -Br. Rafael Donato FSC Night High School **OFFICE OF THE REGISTRAR**

REQUEST FOR DOCUMENTS

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			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.