



**De La Salle Santiago Zobel School**  
**OFFICE OF THE REGISTRAR**

Form No. R-01

**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		SENIOR / 4TH YR. HIGH SCHOOL F137 / TOR <i>for evaluation purposes only</i>		
FIRST NAME		JUNIOR HIGH SCHOOL F137 / TOR <i>for evaluation purposes only</i>		
MIDDLE NAME		GRADE SCHOOL F137 / TOR <i>for evaluation purposes only</i>		
BIRTHDATE		SCHOOL ABROAD <i>Senior / 4th Year High School F137 / TOR</i>		
BIRTHPLACE		SCHOOL ABROAD <i>Junior High School F137 / TOR</i>		
CITIZENSHIP		SCHOOL ABROAD <i>Grade School F137 / TOR</i>		
FATHER'S NAME		CERTIFIEDTRUECOPY REPORT CARD / F138 / SF9 GRADE		
MOTHER'S NAME		CERTIFIEDTRUECOPY Diploma <i>*** attach a scanned clear copy ***</i>		
	MALE      FEMALE	Duplicate Report Card <i>*** requires affidavit of loss ***</i>		
ADDRESS		SCHOOL PROFILE		
MOBILE NO.		CERTIFIEDTRUECOPY S.O. Certificate		
EMAIL ADDRESS		CERTIFIEDTRUECOPY School Calendar		
REQUESTOR		CERTIFIEDTRUECOPY DEPED Permit		
RELATIONSHIP TO REQUESTOR		CERTIFIEDTRUECOPY Course Description		
PURPOSE OF THIS REQUEST		CERTIFICATIONS Enrollment		
		English is Medium of Instructions		
		Graduation		
		Ranking for the Graduating class (Grade 12)		

**TOTAL:**

**IMPORTANT REMINDERS**

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

- 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:
- The Request is submitted to [requestdocs@dlszobel.edu.ph](mailto:requestdocs@dlszobel.edu.ph) and [studentaccounts@dlszobel.edu.ph](mailto: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.