



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				
MIDDLE NAME		JUNIOR HIGH SCHOOL F137 / TOR <i>for evaluation purposes only</i>		
BIRTHDATE		GRADE SCHOOL F137 / TOR <i>for evaluation purposes only</i>		
BIRTHPLACE				
CITIZENSHIP		SCHOOL ABROAD <i>Senior / 4th Year High School F137 / TOR</i>		
FATHER'S NAME		SCHOOL ABROAD <i>Junior High School F137 / TOR</i>		
MOTHER'S NAME		SCHOOL ABROAD <i>Grade School F137 / TOR</i>		
	MALE FEMALE			
ADDRESS		CERTIFIED TRUE COPY REPORT CARD / F138 / SF9 GRADE		
		SCHOOL PROFILE		
MOBILE NO.		SCHOOL CALENDAR <i>Certified True Copy</i>		
EMAIL ADDRESS				
REQUESTOR		CERTIFICATIONS		
RELATIONSHIP TO REQUESTOR		Enrollment		
		English is Medium of Instructions		
PURPOSE OF THIS REQUEST		Graduation		
		Percentage Rank (SHS)		
		Completion for Enrichment Subject (SHS)		
				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 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.