



REQUEST FOR DOCUMENT/S

Name: (Please print)

Last Name	First Name	Middle Name
Grade Level/Year Graduated _____	Contact Number _____	
Date Requested _____	Date Released _____	

If a representative is accomplishing this request form, please fill-out the following section:

Name of Representative _____ Signature _____

Relationship to the Student _____ Contact Number _____

Purpose of Request (Please Check)

Transfer/Evaluation Purposes
 Graduate Studies
 CHED Authentication
 Visa/Immigration Application
 Employment Purposes
 Others: Please specify _____

Requested Documents

F-137/TOR
 Diploma
 Enrollment Certificate
 Good Moral
 CAT Certificate
 Certification of Graduation
 ESC Certificate
 Ranking
 Certification of Awards
 Others: Please specify _____

Amount to be settled:

_____ Php150 (Good Moral/Other forms of Certification)
 _____ Php 300 (F-137/Recopy of Report Card/CAT Certificate)
 _____ Php 500 (Recopy of Diploma)

Note: The processing of the requested document/s is 7-working days and will only be released upon settlement of the fee/s. Kindly attach proof of payment.

To be accomplished by the Registrar

Total Amount Paid: _____ OR Number: _____

Date of Payment _____ Date of Release: _____

For mail

For pick up