

REQUEST FOR DOCUMENTS

Processing period is three (3) to five (5) working days except for certificate of completion, diploma, transcript of records (requested by schools/colleges/universities) which takes a maximum of 30 working days.

CERTIFICATIONS (Php 50)		TRANSCRIPT OF RECORDS Ordinary Paper		PROCESSING FOR APPLICATION TO OTHER SCHOOLS, COLLEGES, UNIVERSITIES (Php 50)	
	Academic Ranking		Nursery (Php 60)		Ateneo de Manila University
	Candidacy for SHS Graduation		Kindergarten (Php 60)		Benilde – Antipolo
	Candidacy for JHS Completion		Grade 1 (Php 60)		Centro Escolar University
	Correction of Name/Data Entry		Grade 2 (Php 60)		College of St. Benilde – Taft
	English as a Medium of Instruction		Grade 3 (Php 60)		De La Salle University
	Enrollment		Grade 4 (Php 65)		Far Eastern University
	Attendance		Grade 5 (Php 70)		iAcademy
	First Holy Communion		Grade 6 (Php 75)		Miriam College
	Grade Equivalent		Grade 7 (Php 60)		Pamantasan ng Lungsod ng Maynila
	Grading System		Grade 8 (Php 65)		Polytechnic University of the Philippines
	Confirmation of Graduation		Grade 9 (Php 70)		University of Asia and the Pacific
	Recommendation		Grade 10 (Php 75)		University of the East Ramon Magsaysay
	ESC Certificate (free of charge)		Grade 11 (Php 90)		University of the Philippines
	Date of Issuance of Final Report Card		Grade 12 (Php 100)		University of Santo Tomas
	Good Moral Character (Principal, Class Adviser, Life Mentor)	TRANSCRIPT OF RECORDS Security Paper		Others:	
Kindergarten and Grade 10 CERTIFICATE OF COMPLETION			GS Form 137 / SF10 (Php 150) JHS Form 137 / SF10 (Php 150)	Grade 6 and Grade 12 DIPLOMA *Submit an Affidavit of Loss or Destruction	
	2 nd Copy (Php 200)		SHS SF10 (Grade 11) (Php 100)		2 nd Copy (Php 200)
	3 rd Copy (Php 300)		SHS SF10 (Grade 11 & 12) (Php 200)		3 rd Copy (Php 300)
CERTIFIED PHOTOCOPY ON FILE with dry seal (Php 50)		CAV APPLICATION (Php 100 exclusive of SF 10/Transcript of Records and Certified True Copy of Diploma)		CERTIFICATE OF SCHOOL FEES (Php 50) FROM THE TREASURER	
	Form 138 / SF9 (submit an affidavit of loss for report card of the current school year)	<u>Additional Requirements for CAV</u> 3 copies of TOR (see amount) 3 copies of Diploma (see amount) CAV 4 (Enrolment, Completion, Graduation) CAV 17 (Medium of Instruction)		Unclaimed documents will be discarded after 60 days of request.	
	Registration/ Enrollment Form				
	COURSE DESCRIPTION (Php 100 per page)				