

Processing ☐ Regular ☐ Express

Date Filed :

Date Due :

Date Processed:



St. Mary's College of Baliuag, Inc.

City of Baliuag, Bulacan

REG-FO-021

Finance Office Verification

OR No.

REQUEST FOR DOCUMENT/S

PERSONAL INFORMATION

Last Name

First Name

Middle Name

Gender

Birthdate

Birthplace

Address

Contact No:

E-mail Address

If thru representative Name of Authorized Representative:

Relation with the requesting party:

Contact No.

ACADEMIC INFORMATION

a. Program

☐ Pre-Elem

☐ Grade School

☐ High School/Junior High School

☐ Senior High School

Track:

Strand:

☐ College

Course:

b. Still studying in SMCB?

☐ Yes, please state Grade Level & Section/Course & Level:

☐ No, please proceed to Letter C

c. Did you graduate from SMCB?

☐ Yes

Grade/Year Level/Course:

School Year graduated:

☐ No, please state last enrolment

Grade/Year Level:

School Year:

For college, Course:

Semester, Academic Year

Documents	Qty.	Amount
1. Transcript of Records/F137/SF10		
For Evaluation Purposes	☐	
For Employment Purposes	☐	
For Board Examination Purposes	☐	
For Visa/Travel Purposes	☐	
For College Application Purposes	☐	
Copy for School		
Others, pls. Specify	☐	
2. Certification: Purpose		
Enrolment	☐	
Candidate/Eligibility for Graduation	☐	
English is the Medium of Instruction	☐	
Graduation/with Honors/with SO	☐	
Cumulative GPA/Student's Ranking	☐	
Good Moral Character	☐	
Course Description	☐	
Grades/Units Earned	☐	
Transfer Credential	☐	
Summary of RLE	☐	
Others, pls. specify	☐	
3. Certified True Copy: Purpose		
* Diploma	☐	
* Form 137/SF 10	☐	
* Form 138/SF 9	☐	
* Transcript of Records	☐	
* Summary of RLE	☐	
* Others, pls. specify	☐	
*to present original copy		
4. Others		
Second copy of Diploma	☐	
Pls. specify:	☐	
TOTAL AMOUNT	P	

CONDITION AND REMINDERS

1. Under existing laws, only the owner of the records is allowed to request for documents in connection with his/her school records and claim the requested documents.

2. To verify the identity of the requesting/claiming party, one (1) valid ID shall be required for presentation upon request/claiming of documents.

3. Requests and claims of documents by representative should present an authorization letter and (1) valid ID.

4. Please **return this form** to the Registrar's Office after payment at the Finance Office. **Without this form, the request cannot be processed.**

5. Request not claimed until one year will be discarded.

CLAIMING INSTRUCTIONS

☐ **PICK-UP.** The documents will be claimed by the owner who will present **one (1) valid ID and the official receipt.**

☐ **PROXY.** A proxy/representative will be sent to claim the documents. Upon claiming, **he/she will have an authorization letter from the owner except if the owner is minor and the parent will be the one to claim, his/her one (1) valid ID and one(1) valid ID of the owner and the official receipt.**

REMARKS: