



REQUEST FOR DOCUMENTS

PLEASE PRINT

Date requested	
Date due	
PERSONAL INFORMATION	
Last Name	
First Name	
Middle Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birthday	(mm/dd/yyyy)
LRN	
CONTACT INFORMATION	
Tel. No.	
Cell.No.	
Address	
SCHOOL INFORMATION	
Name of School	
Address (with Zip Code)	

DOCUMENT TYPE	
<input type="checkbox"/> SF 10 (Form 137)	Php 500
<input type="checkbox"/> Good Moral Certificate	Php 300
<input type="checkbox"/> Recommendation Letter	Php 300
PROCESSING	
<input type="checkbox"/> Regular	----
<input type="checkbox"/> Express (3 days)	Php 100
<input type="checkbox"/> LBC (Courier Service)	Php 150
Total	

*SF 10 will be sent directly to the current school. Fee includes courier service.

PROCEDURE:

1. Fill up attached request form.
2. Pay the appropriate charges.
3. Processing of documents is 10- 14 days depending on the Office work load. The months of August, October, December and March are especially busy months due to Exams and graduation activities.
4. Any representative who will process/claim these school documents should present a valid I.D. and a signed letter of authority from the parent of the student.

CLAIMING/ DELIVERY INSTRUCTIONS:

- COURIER.** Please send the documents via courier to the address indicated here. It is understood that the delivery period is over and above the processing period.
- PICK-UP.** The documents will be claimed by the owner who will present one (1) valid ID upon claiming 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, his/her two (2) valid IDs and one (1) valid ID of the owner and the Official Receipt.

CONDITIONS AND REMINDERS:

1. Only the parent of the student is allowed to request for documents in connection with his/her school records and claim the requested documents.
2. GMS reserves the right to withhold, deny or cancel any request for document due to pending accountabilities.
3. To verify the identity of the requesting/claiming party, two (2) valid Identification Cards shall be required for presentation upon request AND one (1) upon claiming of the documents.
4. Requests and claiming of documents by representative/proxy must have an authorization letter. The proxy/representative must present his/her two (2) valid IDs and one (1) of the owner.

CONFORME:

I have read and understood all the conditions and reminders in connection with this request and agree to comply with them.

Signature over printed name

Date