



APPLICATION FOR SECONDARY STUDENT'S PERMANENT RECORD (F137A)
(Senior High School)

Document No.: FM-SHS-31-01

Effective Date: October 19, 2017

INSTRUCTIONS:

BILLING NO.
AMOUNT:

- 1 Accomplish the form and secure necessary clearances from the following;
Guidance Office, Library, Office of the Prefect of Discipline and Treasury
2 Return the form to the Customer Service Section for billing.
3 Pay at the Treasury Department.
4 Return the form to the Customer Service Section together with the official receipt (OR).

REMINDERS :

Applicant must file/claim their documents personally. Should they be unable to do so, they may send authorized representatives who may file/claim documents on their behalf. However, authorized representatives must submit the following:

- 1. An authorization letter from the applicant
2. A photocopy of applicant's valid ID bearing his signature and passport biopage (for applicants abroad)
3. Representative's own valid ID with signature

ADVISORY :

All unclaimed Secondary Student's Permanent Record (F137A) will be disposed after one (1) year from the scheduled date of release.

PURPOSE : [] For Abroad [] For Employment [] For Verification

NAME : Last First Middle

STUDENT NO. : NATIONALITY : GENDER :

DATE OF BIRTH : PLACE OF BIRTH :

MAILING ADDRESS : CONTACT NO. :

EDUCATIONAL RECORDS (NAME OF SCHOOL) :

JUNIOR HIGH SCHOOL

SENIOR HIGH SCHOOL

STRAND: LAST SEMESTER ENROLLED:

HONORS/DISTINCTION RECEIVED :

Have you been issued a copy of your F137A before? [] Yes [] No

If "Yes" when?

Applicant's Signature/Date

Applicant also hereby allows the University to release and use the above stated information for legitimate purposes and allow the release only to authorized personnel in accordance with the Data Privacy Policy of the University.

CLEARANCES

Guidance Office Office of the Prefect of Discipline

Library Treasury

To be filled out by the Office of the Registrar personnel only

Table with 3 columns: REMARKS, TREASURY, APPLICATION RECEIVED BY/DATE, DUE DATE, SIGNED BY/DATE. Includes sub-labels TOTAL NO. OF SET(S) and PAYMENT VALIDATION.

Return this form to the Customer Service Section upon payment.

I hereby acknowledge receipt of my Secondary Student's Permanent Record (F137A)

Authorized Representative

Signature over printed name/Date

Signature over printed name/Date