



ADMISSION AND STUDENT RECORDS SECTION

THE REGISTRAR

Davao de Oro State College

Compostela, Davao de Oro

Ma'am:

This is to respectfully request your end to allow the undersigned to enroll this _____ Semester of SY 20 ____ to 20 ____ in the Department of _____, pending submission of the following credentials which are needed for enrollment:

<p>_____ 1. Result of Admission Test</p> <p>_____ 2. Honorable Dismissal (For Transferees)</p> <p>_____ 3. TOR – Informative Copy (for Transferees)</p> <p>_____ 4. Form 138-A (High School Card)</p> <p>_____ 5. Form 137-A (Permanent Record)</p> <p>_____ 6. Certificate of Good Moral</p> <p>_____ 7. Clear Copy of Original Birth Certificate (Local Issue)</p>	<p>_____ 8. Birth Certificate in Security Paper Issued by PSA (colored photocopy)</p> <p>_____ 9. Marriage Certificate in Security Paper Issued by PSA (colored photocopy)</p> <p>_____ 10. ALS/PEPT Certificate</p> <p>_____ 11. TOR – DDOSC copy (for Transferees)</p> <p>_____ 12. 3pcs ID Picture with name tag & White Background</p>
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I promise to submit the above stated document/s on or before: _____

School Last Attended: _____

Program/Year Enrolled at DDOSC: _____ Session: _____

FAILURE TO SUBMIT WITHIN THE PRESCRIBED PERIOD WILL PREVENT THE STUDENT FROM ENROLLING IN THE NEXT ENROLMENT.

Conformed:

Signature over Printed Name of Student

Noted:

College Registrar

SUBSCRIBED AND SWORN BEFORE ME, this _____ at Compostela, Davao de Oro with Community Tax Certificate No. _____ issued at Compostela, Davao de Oro on _____.

Doc No. _____,

Page No. _____,

Book No. _____,

Series of _____,

NOTARY PUBLIC