



PHILIPPINE COLLEGE OF TECHNOLOGY

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REQUISITION FORM

Date Filed: _____

To: THE REGISTRAR

Instruction : Please **check or underline** those documents that you will request, then add the total amount plus the service fee. Please make sure to calculate correctly and to fill up all informations asked. Send us a picture of this form.

☐ **TRANSCRIPT OF RECORDS (440pesos)** for ☐ Employment ☐ Informative Copy ☐ Board Exam ☐ Others _____

☐ **DIPLOMA (440pesos)** (Note: 2008 graduate and below with payment)

☐ **CERTIFICATION (140 pesos)** for ☐ GMC ☐ Enrollment ☐ Grades/Earned Units ☐ letter for CAV ☐ Others _____

Please specify purpose of request: _____

☐ **FROM 137 A (140 pesos)** ☐ **CAV FEE (600pesos)** ☐ **SPR/ EVAL. OF GRADES (100 pesos)**

☐ **SERVICE FEE (20 pesos per year from the year of graduation)** _____ ☐ **CERTIFIED TRUE COPY (25 pesos per document)**

☐ **OTHERS** Please Specify: _____

STUDENTS INFORMATION

Student's Name: _____

Course: _____

Last Semester and School Year attended: _____

Contact Number(s) & email address: _____

Scanned Signature or PCT student ID number: _____

Clearance Verification: (to be filled out by PCT staff only)

Students Accounts (no outstanding balance) _____

Students Records (complete academic requirements) _____

Procedure for Requesting Student Credentials (online)

1. Student will inform PCT thru pctdvo@yahoo.com or thru www.pct-davao.com or thru FB messenger
2. RMO (Records Management Office) staff will send you Requisition Form thru your email
3. Students will pay or deposit payment to RCBC: (can be thru bank to bank, Palawan Express, RD Pawnshop, paypal, credit card, debit card)
Account Name: Philippine College of Technology, Inc.
Account Number: 0001526312100
4. Student will email the **deposit slip** and **requisition form** to pctdvo@yahoo.com. Make sure that you have printed your name and course in the deposit slip before sending it to us.
5. If you don't have PCT school ID number, pls email us two (2) government IDs (acceptable ID's: SSS, Pag-Ibig, Passport , Tax ID, Driver's License , PRC License)
7. RMO will communicate thru email (before the given due date) if any findings in your school records that affects our processing of your request
7. If complete requirements and cleared accounts, RMO staff will process the documents (15 working days) and send you a scanned copy.