

REQUIREMENTS FOR SUPPLEMENTAL

1. Submit any two (2) of the following requirements at RM 117-A for schedule of interview.
 - () Baptismal Certificate
 - () School Records (Form 137)
 - () Marriage Contract of Parents
 - () Marriage Contract of owner of document
 - () Voters Affidavit
 - () Company ID
 - () Postal ID
 - () Drivers ID
 - () Professional License

Note:

1. During the interview, the Owner of the document or Mother or Father for legitimate children will sign the supplemental report. If the child is illegitimate the mother will sign the supplemental form.
2. In case both parents are deceased, submit death certificates of both parents and the affidavit of guardianship. The grandmother can sign the affidavit.
3. Marriage Contract should be certified true copy if issued in Manila, and PSA copy if issued outside Manila.
4. If GENDER is omitted, request for certification from the hospital.

Fees: P310.00 – Registration
190.00 – Transmittal to PSA
Total P500.00

RELEASE - After five (5) working days from the date of submission of requirements.

Pls. proceed to **Ms. Sally Siojo** at Room 117-A for the submission of the requirements.