



Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON  
 SCHOOLS DIVISION OF ZAMBALES  
 DALLIPAWEN ELEMENTARY SCHOOL  
 DALLIPAWEN, SAN NARCISO, ZAMBALES

| Type of Frontline Services  | Fees | Forms  | Processing Time  | Person-In-Charge   |
|---|------|--|--|--|
| <b>1. Enrolment/ Registration</b> <ul style="list-style-type: none"> <li>• Pre-Elem</li> <li>• Grade I</li> <li>• Grade II-VI</li> <li>• Transferees In</li> </ul>                      | None | <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Birth Certificate</li> <li>• Form 138</li> <li>• Form 138, Birth Certificate,</li> <li>• Certificate of Enrolment (if Form 138 is unavailable)</li> <li>• Certificate of Good Moral Character</li> </ul> | 5 mins.<br>5 mins.<br>5 mins.<br>5 mins.                 | Pre-Elem Teacher<br>Grade I Teachers<br>Grade II – VI Teacher<br>Adviser/School Head |
| <b>2. Issuances</b> <ul style="list-style-type: none"> <li>• Form 138</li> <li>• Form 137,</li> <li>• Certification of Good Moral Character</li> <li>• Certificates/ Diploma</li> </ul> | None | <ul style="list-style-type: none"> <li>• Letter Request</li> <li>• Letter Request</li> <li>• Letter Request</li> <li>• Letter Request</li> </ul>   | 5 -10 mins.<br>5 –10 mins.<br>5 –10 mins.<br>5 –10 mins. | Teacher<br>Adviser/<br>School<br>Head<br>Head<br>Grade II-VI Teacher<br>Advisers     |
| <b>3. Issuance of Certificate of Enrolment</b>  | None | <ul style="list-style-type: none"> <li>• Letter Request</li> </ul>   | 5 – 10 mins.   | Teacher-<br>Adviser<br>School Head   |
| <b>4. Issuance of NAT Certificate of Rating</b>   | None | <ul style="list-style-type: none"> <li>• Letter Request</li> </ul>   |  | Grade VI Teacher-<br>Advisers School Head  |



Dalipawen Elementary School  
 Dallipawen, San Narciso, Zambales  
 Contact Number: 09988517574  
 Email Address: 106962@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON  
SCHOOLS DIVISION OF ZAMBALES  
DALLIPAWEN ELEMENTARY SCHOOL  
DALLIPAWEN, SAN NARCISO, ZAMBALES

---

|                             |      |  |             |                              |
|-----------------------------|------|--|-------------|------------------------------|
| <b>5. Data on Enrolment</b> | None | <ul style="list-style-type: none"><li>Letter Request</li></ul> | 10-15 mins. | Teacher-in-Charge of Records |
|-----------------------------|------|--|-------------|------------------------------|

*\* For SF10, an online request made thru the LIS is enough. The school shall prepare the SF before sending it to the receiving school without requiring the client to pick up the document.*



---

Dalipawen Elementary School  
Dallipawen, San Narciso, Zambales  
Contact Number: 09988517574  
Email Address: 106962@depd.gov.ph