



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SEC Indorsement (Amendments) Checklist

Name of School: _____

- Cover Sheet
- Reservation Notice (if Amendments is for the name of the school)
- Recently Notarized and duly filed Articles of Incorporation (Amended)
- By-Laws;(Amended)
- List of Contributions as attested by the Treasurer (Treasurer's Certificate) or Bank Certificate;
- Favorable Indorsement from the Schools Division Office which has jurisdiction over the place where the school will operate;
- Latest General Information Sheet submitted to the Securities and Exchange Commission

NOTE: Please bring one (1) set of photocopy of all the requirements together with the original or old Articles of Incorporation and By-Laws

Evaluated by: _____



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph



Certificate No. PHP QMS
 22 93 0085



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