



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

**REQUIREMENTS FOR SEC INDORSEMENT
 (New Applicant)**

School : _____
 Address/Division : _____

Documents	Complied	Not Complied	Remarks
1. New applicant Draft of Article of Incorporation and By-laws Confirmation of name reservation			
2. Name of Entity exact/accurate/complete name for registration			
3. (ex. Tiguma Technical Institute, Incorporated not Tiguma Institute, Inc.			

Date: _____

Processed and Evaluated by: - _____

Action Taken : _____



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Doc. Ref. Code	RO-QAD-F023	Rev	00
Effectivity	12.13.2023	Page	1 of 1

