

REQUEST FOR AVAILMENT OF TES-3B

May 8, 2026

The Regional Director

I, , a graduate of **Bachelor of Elementary Education Major in General Education** from **Laguna State Polytechnic University - San Pablo City Campus** in **2023-2024**, respectfully request reimbursement of expenses for obtaining my first professional credentials or qualifications through TES-3B, as provided under Memorandum Circular No. 01, Series of 2022 (Amended TES Guidelines of 2022).

I have attached the required documents and an itemized breakdown of expenses for your review and validation.

ITEM EXPENSE	AMOUNT	REMARKS
Licensure Examination Fee (for payment of application of examination)	900	
Notary public fee (for notarial expenses)		
Review Center Fee (payment for review center)	9,500	
Insurance company (payment for insurance premium)		
HEI, PSA, BIR, NBI or transcript of records, birth and (if applicable) marriage certificates, documentary stamps, NBI clearance and certificate of good moral character		
Other fees (as payment for entities or institutions for the necessary expenses)		
TOTAL	10,400	

I respectfully request your kind approval of my request. Thank you.

Milshen B. Briz

CHECKLIST OF DOCUMENTS AS PROOF OF PAYMENT

Checklist Item	Submitted (✓) Not Submitted (X)
Licensure Examination Fee	/
Notary Public Fee	
Review Center Fee	/
Insurance Premium Fee	
HEI, PSA, BIR, NBI documents (e.g., COR, birth or marriage certificates, documentary stamps, NBI clearance, certificate of good moral character)	
Other Necessary Expenses (please specify):	
- [Blank space for description]	
- [Blank space for description]	