Annex 3 - TES Form

REQUEST FOR AVAILMENT OF TES-3B

Date: OCTOBER 28, 2026
The Regional Director

I, **DIANNE MARIE C. GEPILANO** a graduate of **BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION MAJOR IN INFORMATION AND COMMUNICATION TECHNOLOGY** from **ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY** in **ACADEMIC YEAR 2025-2026** respectfully request reimbursement of expenses for obtaining my first professional credentials or qualifications through TES-3B, as provided under Memorandum Circular No.02 s. 2024 (*Revised Guidelines on the Implementation of íTertiary Education Subsidy*)

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, 000**	
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	**155**	
Other fees (as payment for entities or institutions for the necessary expenses)		
TOTAL	**10, 055**	

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

DIANNE MARIE C. GEPILANO

CHECKLIST OF DOCUMENTS AS PROOF OF PAYMENT

Checklist Item	Submitted (✓) Not Submitted (✗)
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):	✗
TRANSPORTATION FEE	✗
BOARDING HOUSE	✗