

REQUEST FOR AVAILMENT OF TES-3B

[Date]

The Regional Director

I, **[NAME]**, a graduate of **[PROGRAM]** from **[COLLEGE/UNIVERSITY]** in **[ACADEMIC YEAR GRADUATED]**, 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 Tertiary 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)		
Notary public fee (for notarial expenses)		
Review Center fee (payment for review center)		
Insurance company (payment for insurance premium)		
HEI, PSA, BIR, NBI or transcript of records, birth and (<i>if applicable</i>) 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		

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

(SIGNATURE)
[NAME OF STUDENT]

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]	