



OFFICE OF THE REGISTRAR
Pres. Diosdado Macapagal Blvd. Metropolitan Park, Pasay City

LETTER OF UNDERTAKING

This Letter of Undertaking ("LOU") executed by _____
(Complete Name)
_____, ("the Party"), this _____
(Complete Address) (Date)
at Pasay City, Philippines;

1. By this **LOU, the Party** acknowledges that his/her admission and enrolment at Manila Tytana Colleges is only temporary and unofficial unless he/she fully complies with all the original copies of requirements necessary for his/her official admission at Manila Tytana Colleges, namely:

FRESHMAN	TRANSFeree/SECOND COURSER
Grade 12 Report Card/F-138 (signed by the Principal)	Certified True Copy of Grades
Certificate of Good Moral Character	Course/Subject Descriptions
PSA/NSO Authenticated Birth Certificate	Certificate of Transfer Credentials/Honorable Dismissal
ID Picture 2"x2" (white background)	Certificate of Good Moral Character
Medical Clearance from Tytana School Clinic	PSA/NSO Authenticated Birth Certificate
Others:	Accomplished Recommendation Form
SENIOR HIGH SCHOOL	Accomplished DSA Declaration Form
Grade 10 Report Card/F-138 (signed by the Principal)	ID Picture 2"x2" (white background)
Certificate of Good Moral Character	Medical Clearance from Tytana School Clinic
PSA/NSO Authenticated Birth Certificate	Others:
ID Picture 2"x2" (white background)	
ESC Certification / Qualified Voucher Applicant (QVA) Certificate (if applicable)	
Medical Clearance from Tytana School Clinic	
Others:	

2. By this **LOU, the Party** undertakes to submit the following lacking requirement/s on or before _____, namely:
(not later than February 28, 2022)
- a. _____

b. _____

c. _____

d. _____

e. _____

f. _____
3. By this **LOU, the Party** agrees that should he/she fails to submit the lacking requirement/s on the date above specified, his/her temporary enrolment at Manila Tytana Colleges will be duly cancelled;
4. By this **LOU, the Party** acknowledges that cancellation of his/her enrolment due to his/her failure to comply with the submission of the above requirement/s shall mean forfeiture of whatever has been paid representing his/her tuition and miscellaneous fees;
5. By this **LOU, the Party** acknowledges and represents that he/she is executing this **LOU** in good faith and with full intention of complying with each and every provision detailed herein.

IN WITNESS WHEREOF, the Party has set his/her hand this _____ day of _____, 2022 at Pasay City, Philippines.

Conforme: _____ Affiant / Undertaker

Signature over Full Name of Parent/Guardian

SIGNED IN THE PRESENCE OF:

_____ Admissions Officer _____ College Registrar

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2022 at Pasay City, Philippines