



DAVAO MEDICAL SCHOOL FOUNDATION, INC.

A Consortium of

Ateneo de Davao University, Brokenshire Memorial Hospital, Development of Peoples Foundation, San Pedro Hospital, San Pedro College

ANNOUNCEMENT for All DMSFI LOCAL AND INTERNATIONAL ALUMNI AND STUDENTS

In response to Davao City Local Government Guidelines for COVID-19 Pandemic, the Davao Medical School Foundation Registrar's Office would like to inform you that requesting of documents will be done through Online.

For inquiries, you may contact us through the following directories:

- reg.local5@gmail.com – for College of Dentistry, College of Nursing, College of Midwifery, & College of Biology;
- reg.imdbatch@gmail.com - for International Medicine (IMD) Program; and
- reg.nmd@gmail.com - for College of Medicine (Local) and Graduate Programs
- registrar@email.dmsf.edu.ph

Call us at: (082) 224-3510; +63905-5105-205; +63968-7212-381.

FOR REQUESTING OF DOCUMENTS:

[1] You may download the request form at the official website of DMSFI in the Registrar's Office tab. Fill-up the necessary information needed. Indicate a check in the box for the documents you want to request. Save as PDF file/format the filled up request form.

[2] Pay the total amount through over-the-counter or fund transfer on the ff. bank accounts:

a. RIZAL COMMERCIAL BANKING CORPORATION (RCBC) – Quirino Branch

Account Name: DAVAO MEDICAL SCHOOL FOUNDATION, INC.

Account Number: 1525-157-322

b. METROBANK – Suazo Branch

Account Name: DAVAO MEDICAL SCHOOL FOUNDATION, INC.

Account Number: 668-366-8017-771

c. UCPB – Palma Gil Branch

Account Name: DAVAO MEDICAL SCHOOL FOUNDATION, INC.

Account Number: 2041-7000-5671

d. PNB – Obrero Branch

Account Name: DAVAO MEDICAL SCHOOL FOUNDATION, INC.

Account Number: 4001-1004-3151 (Peso Account)

Account Number: 4001-6004-3145 (Dollar Account)

*Or you can pay **online** through RCBC or Metrobank direct payment.*

[3] After paying, email us the copy of bank validated deposit slip/receipt with the **date of transaction** together with your **filled-up request form**.

Note: We will only process your request after the time your payment will be verified by DMSF's Finance Department.

[4] Lastly, a claim stub will be sent with details as to when the documents can be claimed.

**** FOR VERIFICATION AND/OR CERTIFICATION, AUTHENTICATION, AND VERIFICATION (CAV) OF DOCUMENTS, THOSE WHO TRANSFERRED NEEDING ORIGINAL DOCUMENTS AND THOSE WHO ARE PLANNING TO TRANSFER, PLEASE SEND US A SEPARATE EMAIL REGARDING YOUR SPECIFIC REQUEST.**

- For requesting and claiming of documents, other than the Owner, Authorization Letter and valid ID's as attachments (for both owner and authorized representative) are needed.
- For processing of CAV documents and/or claiming of DIPLOMA through authorized representative, Special Power of Attorney (SPA) is required.