



OFFICE OF THE REGISTRAR

2544 Taft Avenue, Manila, Philippines 1004  
Phone No. +632 230-5100 (THREE CAMPUSES. ONE NUMBER)  
TAFT local 1321,1322 ; SDA local 3323, 3324 ;  
AKIC local 2334  
E-mail Address: registrar@benilde.edu.ph

LEGAL GUARDIANSHIP FORM

Term, School Year

Instructions:

The Legal Guardian is authorized to sign/approve school-related requests and reports in the parent’s behalf and to represent the parent/s in all school activities.

The Legal Guardianship Form (LGF) is designed for parents to provide instructions to DLS-CSB thru the Office of the Registrar in relation to the legal guardian of their children while they are enrolled in the college. To formally identify a legal guardian, please accomplish this form and attach the following requirements:

For Foreign Students: Parent’s Letter of Appointment duly stamped by the Philippine embassy of origin if parents will not be available to sign this form.

For Local Residents: Court order if parents will not sign this form.

Student’s Information:

Student Name: SURNAME FIRST NAME MIDDLE NAME

Degree Program: Citizenship

Parent’s Information:

Parent’s Name: SURNAME FIRST NAME MIDDLE NAME

Mailing Address:

Contact Numbers: Specimen Signature:

Legal Guardian’s Information:

Legal Guardian’s Name: SURNAME FIRST NAME MIDDLE NAME

Mailing Address:

Contact Numbers: Specimen Signature:

De La Salle-College of Saint Benilde (DLS-CSB) Office of the Registrar periodically sends the “Grades to Parents Report”. This report contains a summary of the academic performance of their children. Please indicate where you wish this report to be sent by checking the appropriate box below:

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Parents

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Legal Guardian

Other instructions to the Office of the Registrar:

NOTARY

Document No:   
Page No:   
Book No:   
Series of:

Color Code: Foreigner - White  
Local - Green