

**AFFIDAVIT OF UNDERTAKING**

**INSTRUCTIONS:** After filling out the form, please submit it to the Admin Counter or email to [admissions@studentdeskims.org](mailto:admissions@studentdeskims.org) with the Subject: Affidavit – Student’s Name (Last Name, First Name, Middle Name).

I, \_\_\_\_\_ of legal age, a resident of

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Address

and the parent/guardian of

\_\_\_\_\_  
Name of Learner

hereby signs this document freely and with full understanding of its contents.

The present circumstances are:

1. I choose to enroll my child at \_\_\_\_\_.  
Name of School
2. I certify that my child was previously enrolled at \_\_\_\_\_  
and passed the grade level of \_\_\_\_\_.  
Name of Previous School
3. Due to \_\_\_\_\_, I cannot submit the transfer credentials of my child to this school.
4. I understand that my child shall be temporarily enrolled because I have not submitted the required credentials.

With these circumstances, I undertake to:

1. Do what is legally permissible for the release of the credentials of my child from the previous school.
2. Submit the transfer credentials of my child on or before \_\_\_\_\_.
3. I agree that the official record from this school shall only be released until the submission of school credentials from the previous school.
4. I understand that the school shall only issue a temporary progress report card signed by the adviser to monitor the progress of my child and that it is inadmissible for transfer and enrollment purposes.

Without the transfer credentials of my child I fully understand that:

1. My child is only temporarily enrolled.
2. My child cannot be officially promoted to a higher grade level.
3. My child cannot officially graduate from this school.
4. Should my child attain the qualifying average and other criteria for academic honors, he/she will not be recognized.

With all the foregoing, I shall hold free from any liability, whether civil, criminal or administrative, DepEd Personnel who are involved in the acceptance and enrollment of my child, and the enforcement of any law or rule and the obligations provided in this document.

Attested this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

Gov't ID Presented: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Signature Over Printed Name of Parent/Guardian