

**Special Power of Attorney for School and Work Credentials**

For applicants authorizing a representative to act on their behalf to process any document/s related to school and/or work credentials.

Requirements:

- 1. Personal appearance of applicant
- 2. Two (2) duly accomplished Special Power of Attorney for School and Work Credentials forms
- 3. Two (2) passport copies of applicant
- 4. Two (2) copies of any valid Philippine Government issued ID of representative

<b>Payment</b>	<b>Release</b>
100 AED per document - Regular Process	After 5 working days
140 AED per document - Expedite Process	After 3 working days

**Consular Hours**

Processing Time: 8:00 AM to 2:00 PM  
Releasing Time: 3:00 PM to 5:00 PM

Sundays to Thursdays  
Closed on Public Holidays of UAE and Philippines

# SPECIAL POWER OF ATTORNEY

## KNOW ALL MEN BY THESE PRESENTS:

That I, (*full name as reflected in the passport*) \_\_\_\_\_,  
(*citizenship*) \_\_\_\_\_, of legal age, residing at (*current address*)  
\_\_\_\_\_, and with UAE mobile number \_\_\_\_\_  
do name, constitute and appoint (*full name of appointee*) \_\_\_\_\_,  
(*citizenship of appointee*) \_\_\_\_\_, of legal age, and residing at (*current residence of appointee*) \_\_\_\_\_ to be my true and lawful **ATTORNEY-IN-FACT**, to do and perform the following acts:

1. To process and obtain on my behalf the release of my Diploma / Certificate / Form 137 / Transcript of Records and/or other school certificates and/or credentials and
2. To process and obtain on my behalf the authentication of the said documents with respective Philippine government agencies (DepEd, DFA, CHED, TESDA and PRC) and at the Embassy of the United Arab Emirates in the Philippines, whenever necessary and required.

This Special Power of Attorney shall start to be effective on \_\_\_\_\_,  
and shall remain effective until \_\_\_\_\_ (date).

HEREBY GIVING AND GRANTING unto my said attorney in fact full powers and authority to do and perform all and every act requisite or necessary to carry into effect the foregoing powers, as fully to all intents and purposes as I might or could lawfully do if personally present, with full power of substitution and revocation, and hereby ratifying and confirming all that my said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this (*date*) \_\_\_\_\_ at the Embassy of the Philippines, Abu Dhabi, United Arab Emirates.

\_\_\_\_\_  
**Signature of Principal  
over printed full name**

Signed in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

## ACKNOWLEDGEMENT

**Embassy of the Republic of the Philippines )  
Consular Section ) ss.  
Abu Dhabi, United Arab Emirates )**

**BEFORE ME**, duly commissioned and qualified, personally appeared (*full name as reflected on passport*) \_\_\_\_\_, having exhibited to me his/her Passport No. \_\_\_\_\_ issued on (*date of issue*) \_\_\_\_\_ at (*place of issue*) \_\_\_\_\_, known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her free and voluntary act and deed, together with two instrumental witnesses, on this (*date*) \_\_\_\_\_ at the Philippine Embassy, Abu Dhabi, United Arab Emirates.

Service No. : \_\_\_\_\_  
Doc. No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Fee Paid : \_\_\_\_\_  
O.R. No. : \_\_\_\_\_