



EASTERN VISAYAS STATE UNIVERSITY

(formerly Leyte Institute of Technology)
Tacloban City

COMPANY WITH
QUALITY SYSTEM
CERTIFIED BY DNV
= ISO 9001 =

Title of Form:

Official Transcript of Records

Control No.

EVSU-REG-F-018

Revision No.

01

Date

November 6, 2019

OFFICE OF THE REGISTRAR

PERSONAL DATA

Name: **PAULO LACTUAN CAGNAN**
 Date of Birth: **AUGUST 14, 2000**
 Place of Birth: **PALO, LEYTE**
 Gender: **MALE**
 Civil Status: **SINGLE**
 Citizenship: **FILIPINO**
 Address: **BRGY. BINULHO, JAVIER, LEYTE**
 Parent/Guardian: **MR&MRS LARRY CAGNAN**
 Parent's/Guardian's Address: **BRGY. BINULHO, JAVIER, LEYTE**



PRELIMINARY EDUCATION

STATE OF ADMISSION

Elementary:

BINULHO ELEMENTARY SCHOOL

Date Graduated

2012

Course:

BSOA

Date of Admission: FIRST SEMESTER, 2018-2019

Credentials:

F137A; F138A; GMC; NSO LBC;

Secondary:

JAVIER NATIONAL HIGH SCHOOL

2018

Last Attended

College:

TITLE OR DEGREE CONFERRED:

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

CUM LAUDE

Major:

Minor:

Remarks: **GRADUATED**Date of Graduation: **July 15, 2022**

Granted under Authority of the EVSU Academic
Council and Board of Regents:

Special Order No. S-021 per Board Resolution No. 85
Series 2022

GRANTED CERTIFICATE OF TRANSFER CREDENTIAL:

GRADING SYSTEM

| | | | | |
|------------------|-------------------|-----------------------------|-----------------|-------------|
| 1.0 Excellent | 1.6-2.0 Very Good | 2.6-3.0 Fair or Passing | 4.1-5.0 Failure | DRP Dropped |
| 1.1-1.5 Superior | 2.1-2.5 Good | 3.1-4.0 Conditional Failure | INC Incomplete | NG No Grade |

VALID ONLY FOR EMPLOYMENT

O.R. No. **RA 11261**
Date **8/5/2022**

Prepared and Certified Correct:

MA. JEZABELLE M. MACION
In-Charge of Records

JUDITH P. CAMPO, MPRM
University Registrar

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SEAL



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

ORIGINAL
Sheet No. 2 of 3

OFFICIAL TRANSCRIPT OF RECORD

PAULO LACTUAN CAGNAN

| SUBJECT CODE | DESCRIPTIVE TITLE | FINAL RATING | Re-Exam | Credits |
|---|--|--------------|---------|---------|
| 2018-2019 FIRST SEMESTER | | | | |
| Bachelor of Science in Office Administration | | | | |
| BCA 001 | Accounting Plus | 2.5 | | 3.0 |
| BCM 001 | Business and Management Plus | 1.3 | | 3.0 |
| FIL 001 | Sining sa Pakikipagtalastasan | 1.4 | | 3.0 |
| GEN ED 001 | Purposive Communication | 1.6 | | 3.0 |
| GEN ED 002 | Understanding the Self | 1.3 | | 3.0 |
| GEN ED 004 | Mathematics in the Modern World | 2.1 | | 3.0 |
| IT 253 | Presentation Packaging in Business | 1.9 | | 3.0 |
| NSTP 113 | CWTS, LTS, MTS (Naval or Air Force) | 1.9 | | 3.0 |
| OMC 113 | Keyboarding and Documents Production | 1.5 | | 3.0 |
| PE 112 | PATHFIT (Movement Competency Training) | 1.2 | | 2.0 |
| 2018-2019 SECOND SEMESTER | | | | |
| AE 113 | Financial Accounting & Reporting | 2.3 | | 3.0 |
| AE 114 | Conceptual Framework & Accounting Standards | 2.4 | | 3.0 |
| FIL 002 | Pagbasa at Pagsulat Tungo sa Pananaliksik | 1.6 | | 3.0 |
| GEN ED 007 | The Contemporary World | 1.3 | | 3.0 |
| GEN ED 008 | Science, Technology and Society | 2.7 | | 3.0 |
| IT 233 | Electronic Spreadsheet in Business | 2.3 | | 3.0 |
| NSTP 123 | CWTS, LTS, MTS (Naval or Air Force) | 1.3 | | 3.0 |
| OMC 223 | Personal and Professional Development | 1.6 | | 3.0 |
| PE 122 | PATHFIT (Fitness Training) | 1.2 | | 2.0 |
| RIZAL 001 | Rizal Life and Works | 1.4 | | 3.0 |
| 2019-2020 FIRST SEMESTER | | | | |
| GEN ED 003 | Readings in Philippine History | 1.5 | | 3.0 |
| LIT 002 | Literatures of the World | 1.7 | | 3.0 |
| 1OA PE212 | PATHFIT (Dance, Sports, Group, Exercise, Outdoor and AdvAct) | 1.3 | | 2.0 |
| OMC 213 | Administrative Office and Procedures Management | 1.4 | | 3.0 |
| OMC 293 | Business Report Writing | 1.9 | | 3.0 |
| OMC 253 | Foundations of Shorthand | 1.5 | | 3.0 |
| OM ELEC 213 | Introduction to Entrepreneurship | 1.8 | | 3.0 |
| OMC 273 | Business Integrated Software Application | 1.6 | | 3.0 |
| FL OA 213 | Foreign Language in Office Admin. 1 | 1.8 | | 3.0 |
| ELEC 001 | Elective Course | 1.5 | | 3.0 |
| 2019-2020 SECOND SEMESTER | | | | |
| FL OA 223 | Foreign Language in Office Admin. 2 | 1.2 | | 3.0 |
| CBMEC 001 | Operations Management | 1.0 | | 3.0 |
| OMC 233 | Advanced Shorthand | 1.7 | | 3.0 |
| GEN ED 005 | Arts Appreciation | 1.6 | | 3.0 |
| ELEC 002 | Elective Course | 1.4 | | 3.0 |
| MGT 263 | Computer-Based Information System | 1.7 | | 3.0 |

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ORIGINAL
 Sheet No. 3 of 3

OFFICIAL TRANSCRIPT OF RECORD

PAULO LACTUAN CAGNAN

| | | | |
|----------------------------------|---|-----|-----|
| HBO 223 | Human Behavior in Organization | 1.5 | 3.0 |
| PE 222 | PATHFIT (Dance, Sports, Group Exercise, Outdoor and AdvAct) | 1.5 | 2.0 |
| OMC 263 | Office Administration Internship (200 hours) | 1.7 | 3.0 |
| MATH 223 | Mathematics of Investment | 1.6 | 3.0 |
| 2020-2021 FIRST SEMESTER | | | |
| FL 313 | Foreign Language in Practice 1 | 1.0 | 3.0 |
| IT 313 | Database Management | 1.6 | 3.0 |
| LAW 313 | Business Law | 2.0 | 3.0 |
| MKTG 313 | Advertising and Promotion Management | 1.6 | 3.0 |
| OMC 333 | Machine Shorthand 1 | 1.5 | 3.0 |
| OM ELEC 313 | Events Management | 1.5 | 3.0 |
| OMP 313 | Medical Office Procedures | 1.4 | 3.0 |
| OMP 333 | Legal Office Procedures | 2.0 | 3.0 |
| RES 313 | Methods of Research | 1.8 | 3.0 |
| 2020-2021 SECOND SEMESTER | | | |
| CBMEC 002 | Strategic Management | 1.3 | 3.0 |
| DRRM 323 | Disaster Risk Reduction Management | 1.8 | 3.0 |
| FIN 323 | Principles of Money, Credit and Banking | 1.2 | 3.0 |
| FL 323 | Foreign Language in Practice 2 | 1.0 | 3.0 |
| GEN ED 006 | Ethics | 1.9 | 3.0 |
| OMC 323 | Entrepreneurial Behavior and Competencies | 1.1 | 3.0 |
| OMC 343 | Internet Research for Business | 1.7 | 3.0 |
| OM ELEC 323 | Tour Management/Production Operations Mgt w/ Bus. Trip | 2.0 | 3.0 |
| OMP 323 | Machine Shorthand 2 | 1.0 | 3.0 |
| 2021-2022 FIRST SEMESTER | | | |
| OMC 413 | Customer Analytics | 1.3 | 3.0 |
| OM ELEC 413 | Seminar in Current Trends in Office Administration | 1.5 | 3.0 |
| OM ELEC 433 | Current Trends in Information Technology | 1.4 | 3.0 |
| OMP 413 | Project Management | 1.4 | 3.0 |
| OMP 433 | International Studies | 1.0 | 3.0 |
| PR 413 | Public and Customer Relations | 1.2 | 3.0 |
| TAX 413 | Income Taxation | 1.5 | 3.0 |
| 2021-2022 SECOND SEMESTER | | | |
| OMC 423 | Office Internship (400 hours) | 1.5 | 6.0 |
| RES 423 | Research in Office Administration | 1.5 | 3.0 |

XXXXGRADUATED: CUM LAUDE with the Degree of BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION XXXXX
 *****TRANSCRIPT CLOSED*****



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University Registrar



Republic of the Philippines

Eastern Visayas State University

Tacloban City

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QUALITY SYSTEM
CERTIFIED BY DNV
= ISO 9001 =

Sa Lahat ng Makatatutunghay sa Diplomang ito

To All To Whom This Presents May Come

Mapitaganng Bati
Greetings

Opinababatid ng Lupon ng mga Katiwala, sa Kapangyarihan kalook ng Republika ng Pilipinas at sa Tagubilin ng

Be it known that the Board of Regents, by authority of the Republic of the Philippines and on Recommendation of the

Sanggunian ng Pamantasan, ay naggawad kay

University Academic Council, has conferred upon

Paulo L. Cagnan

(Cum Laude)

na nakatupad sa lahat ng kinakailangan ukol sa titulong

who has fulfilled all the requirements of the degree

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

ay ginawaran ng nasabing titulo kalakip ang lahat ng karapatan, karangalan, pribilehiyo, pati na ang mga tungkulin at pananagutan na doo'y nauukol.
has accordingly been admitted to that title with all the rights, honors, and privileges as well as the obligations and responsibilities thereunto appertaining.

Bilang katunayan, taglay nito ang tatak ng Pamantasan at mga lagda ng Tagatala, Dekano at ng Pangulo ng Pamantasan ito.
In testimony whereof, the seal of the University and the signatures of the Registrar, Dean and the President of the University are hereunto affixed.

Iginawad sa Lungsod ng Tacloban, Philippines, ngayong ika-15 ng Hulyo sa taon ng ating Panginaon. Dalawang libo't dalawang pu't-dalawa.

Given at the City of Tacloban, Philippines, this 15th day of July in the year of our Lord, Two thousand & twenty-two.

Special Order No. S-021, s. 2022, Per Board Res. No. 85, s. 2022.



JUDITH P. CAMPO, MPRM
Tagatala
(Registrar)

ROSE ANNA L. REFUERZO, DM
Dekano
(Dean)

DENNIS C. DE PAZ, PhD
Pangulo
(President)