



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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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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 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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