



Franciscan College of the Immaculate Conception

BAYBAY, LEYTE

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORD

Name MISS MYRA G. RUIZ
Residence Gabas, Baybay, Leyte
Date of Birth August 29, 1976
Place of Birth Manila
College of SECRETARIAL
Entrance Data TOR-PATTS Coll. of Aeronautics
Pasay City

Date December 14, 1995
School Year

Preliminary Graduation

Primary

Intermediate Padre Burgos Elem. 1987-88

Secondary Jose Abad High Sch 1991-92

SUBJECTS

with descriptive titles

Rating Re-exam Credits

PHILIPPINE CHRISTIAN UNIVERSITY, Manila

First Semester, 1992-93

Sec		Elementary Typing	2.75		5
Sec		Elementary Steno	2.00		5
H		Rizal's Life, Works	2.25		3
Eng		Communication Skills I	2.50		3
Comp		Intro to Computer	2.50		3
Sec		Personality Development w/PR	2.50		3
P.E		Physical Education	2.25		2

PATTS COLLEGE OF AERONAUTICS, Pasay City

Ap	101	Airline Passage I	Inc.		-
Math	101	Business Mathematics	5.0		0
Apr	101	Airline Public Relations	F.A.		-
Type	121	Typing & Office Procedure II	F.A.		-
Steno	121	Stenography II	F.A.		-

FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte

First Semester, 1993-94

Bus Math	1	Business Mathematics	3.0		3
Relg	1	Fundamentals of Faith I	2.3		(3)
P E	3	Fund. of Games and Sports	2.4		2
Ment	1	Business Organization & Management	2.4		3

Second Semester, 1993-94

Engl	2	Communication Arts II	2.2		3
Type	2	Advanced Typewriting	2.6		5
Steno	2	Introductory Transcription	2.4		5
Cler Trng		Clerical Skills w/Office Ethics	2.5		3
PolSc	4	Phil. Gov't. & New Constitution	2.6		3
Relg	2	Fundamentals of Faith II	2.6		(3)
P E	4	Recreational Act. for College Students	2.0		2

First Semester, 1994-95

Engl	5	Speech & Oral Communication	2.5		3
Type	3	Production Typing	2.1		5
Steno	3	Elementary Transcription	2.4		5
Acctg	1	Fundamentals of Accounting	2.3		6
Relg	3	Special Problems in Ethics	1.6		(3)
Hist	7	Philippine History	2.0		3

Second Semester, 1994-95

Engl	1a	Business English & Correspondence	2.6		3
Steno	4	Advanced Transcription	2.4		5
Off Mgnt	1	Theory & Practice incl. 200 hrs.office work	1.5		3
Psycho	1	General Psychology	2.8		3
Econ	1	Princ. of Econ. Tax & Land Reform	2.8		3
Relg	4	Sacramental Theology	2.0		(3)
P E	2	Fund. in Rhythmic Activities	1.6		2

GRADUATED: March 25, 1995 from the Two-Year JUNIOR SECRETARIAL COURSE (J.S.C.)
as per Special Order (B) No. 507-0013 s. 1995 dated March 3, 1995.

fcic fcic fcic

TRANSCRIPT CLOSED

fcic fcic fcic fcic fcic fcic fcic fcic fcic fcic

&
&

Remarks: ISSUED FOR EMPLOYMENT PURPOSES ONLY.

OFFICIAL GRADES: 1 (excellent: 100 - 92); 1.5 (very good: 91.87); 2 (good: 86-83); 2.5 (fair: 82-79)
3 (passed: 72-75); 5 (failed); Inc. test or assignment lacking); "W" - withdrawn; "Dr." dropped.

Prepared by:

Checked by

NOT VALID WITHOUT SEAL

O.R. N.O. 46373

Date 12/13/95

Sister M. Eleonor Egano, OSF
SISTER M. ELEONOR EGANO, OSF
Regi Registrar