

No 3976

OFFICIAL TRANSCRIPT OF RECORD

0

Date September 25, 1989

SCHOOLS FROM WHICH GRADUATED

	<u>N A M E</u>	<u>L O C A T I O N</u>	<u>Y E A R</u>
1. Primary	Alegria Comm School	Ormoc City	1980-81
2. Intermediate	Alegria Comm School	Ormoc City	1982-83
	Ormoc City High School	Ormoc City	1984-87
3. High School	Western Lette Collage	Ormoc City	1988-89

TERM	COURSE NUMBER	DESCRIPTIVE TITLE OF THE COURSE	FINAL GRADE	CREDIT	REMOVAL GRADE
1st Sem 1987-88		<u>WESTERN LEYTE COLLEGE- Ormoc City</u>			
	Soc. Science 1	New Society and its Problem	2.3	3	
	Typing 1	Fundamentals of Typewriting	2.8	5	
	Clerical Trn	Basic Com. & Clerical Skills/ Training	2.3	3	
	English 1	Communication Arts 1	2.9	3	
	Steno 1	Fundamentals of Shorthand	2.7	5	
	Per Dev	Personality Dev& Public Relation w/ office Ethics	2.6	3	
2nd Sem 1987-88	Typing 2	Advanced Typewriting	2.6	5	
	English 2	Communication Arts 11	2.3	3	
	Steno 2	Speed Development	2.9	5	
	Rizal's	Rizal's Life and Works	2.7	3	
	Soc Sci 2	New Philippine Constitution and Govern- ment	2.6	3	
	Math 0	Business Mathematics	2.9	3	
1st Sem 1988-89	Typing 3	Advanced Typewriting	2.3	5	
	Steno 3	Basic Transcription	2.6	5	
	Pilipino 1	Sining ng Pakikipagtalastasan	2.0	3	
	English 3	Expository Writings	2.8	3	
	Psycho 1	General Psychology	1.9	3	
	Mgmt 2	Bus Organization & Management	2.4	3	
2nd Sem 1988-89	Econ 1	Principles of Economics	3.0	3	
	Practicu	Office Mngt & Off. Practice incl. 200 hrs of Office Training	2.4	3	
	Steno 4	Advanced Transcription	2.6	5	
	Acctg 1	Principles of Accounting	2.4	6	
	English 24	Bus. English & Correspondence	2.7	3	
	Pil 2	Panitikan ng Pilipinas	2.2	3	
GRADUATED: From the TWO-YEAR JUNIOR SECRETARIAL COURSE (JSC) as per Special Order No. 507-0289 dated 7-21-89 as of March 1989.					
3 WHO IT MAY CONCERN THIS IS TO CERTIFY THAT DOCUMENTARY STAND IN THE AMOUNT OF P300 HAS BEEN					

GRADING SYSTEM: 1.0 ATTACHED TO THE DUBLIN 1.5 87-88 2.5 81-82
 1.1 HEREIN AND DULY CANCELLED 1.6 86 2.6 80
 1.2 97 91 2.2 85 2.7 79
 1.3 96 90 2.3 84 2.8 78
 1.4 95 1.9 89 2.4 83 2.9 77
 receipt No. 114191 3.0 75-76 4.0 70-74 Conditioned 5.0

Official Receipt No. 114191

Date 2-20-89

REMARKS:

ISSUED FOR EMPLOYMENT

Paid: O.R. No.

CONCHITA R. SECO, MSBA

CELEDONIA T. ALKUTNO

DEAN, COLLEGE OF BSC & Sec'l Depts.

REGISTRAR/nrpo

(NOT VALID WITHOUT SEAL)