



# University of the Philippines Cebu

OFFICE OF THE UNIVERSITY REGISTRAR

\_\_\_\_\_  
Date

The Principal

\_\_\_\_\_  
(name of high school)

Dear Sir/Madam:

Please furnish our office the original Official **Secondary Permanent Record (Form 137)**, from Grade 7 to 12, of Mr. / Ms. \_\_\_\_\_ with remarks, ***“graduated and eligible for admission to college”***.

Furthermore, kindly indicate ***“Copy for UP Cebu”*** on the aforementioned document.

Please attach a certified true copy of his/her official secondary permanent record from the school/s he/she previously attended, if any.

This is also to authorize the bearer to hand-carry the aforesaid document enclosed in a sealed envelope.

Thank you for your immediate action on this matter.

Truly yours,

Prof. May Christina G. Bugash  
University Registrar

*This computer-generated document serves as an official request and need not be signed.*