



UNIVERSITY OF THE PHILIPPINES CEBU
Office of the University Registrar

College of Science ♦ College of Communication, Art, and Design ♦ School of Management ♦ College of Social Sciences
Gorordo Ave., Lahug, Cebu City, 6000 CEBU Philippines
+63 (32) 232 8185 local 324 our.upcebu@up.edu.ph

Date

The Principal/Registrar

(Name of High School)

Dear Principal/Registrar:

Please furnish our office the original printed Official Secondary Permanent Record (FORM 137), from Grade 7 to 12 of Student Name: with remarks, 'graduated and eligible for admission to college. Copy for UP CEBU'.

For schools utilizing DepEd Form 137-SHS and similar forms for other schools, please make sure all these and similar important entries are filled out.

Form 137-SHS with fields for Track/Strand Accomplished, Awards/Honors Received, Certified by, Signature of School Head, Date, SHS General Average, Date of SHS Graduation, and a School Seal area.

Please check special case(s) of student academic record(s) where applicable:

If the student has taken Junior High School (JHS) from another school

Please attach the certified true copy of the JHS Form 137 Grade 7-10 to the printed SHS Form 137 Grade 11-12. The printed SHS Form 137 Grade 11-12 should not be stamped as a certified true copy.

Unable to issue Form 137 Grade 7-12 due to pending issuance of Special Order by DepEd

Please issue a certification stating that the document is currently unavailable due to the pending Special Order from DepEd and including the expected issuance date. This will enable the student to follow up accordingly and meet the registration requirements before the succeeding term.

Additionally, this letter authorizes the bearer to hand-carry the specified document(s), which are enclosed in a sealed envelope. The student is strictly instructed not to open the sealed envelope and is required to submit it intact.

Thank you for your immediate action on this matter.

Truly yours,

MA. KRESNA NAVARRO-MANSUETO
University Registrar

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