



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.

Track/Strand Accomplished: <u>1</u>	SHS General Average: <u>2</u>
Awards/Honors Received: _____	Date of SHS Graduation (MM/DD/YYYY): <u>3</u>
Certified by: _____	Place School Seal Here: _____
<u>4</u> _____ Signature of School Head over Printed Name	<u>5</u> _____ Date
NOTE: This permanent record or a photocopy of this permanent record that bears the seal of the school and the original signature in ink of the School Head shall be considered valid for all legal purposes. Any erasure or alteration made on this copy should be validated by the School Head. If the student transfers to another school, the originating school should produce one (1) certified true copy of this permanent record for safekeeping. The receiving school shall continue filling up the original form. Upon graduation, the school from which the student graduated should keep the original form and produce one (1) certified true copy for the Division Office.	
REMARKS: (Please indicate the purpose for which this permanent record will be used) <u>6</u> Graduated and Eligible for Admission to College. Copy for UP Cebu.	
Date issued (MM/DD/YYYY): <u>7</u>	

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.