

Franciscan College of the Immaculate Conception BAYBAY LEYTE

To all Persons To Whom These Presents May Come
Sa Lahat ng Makatunghay sa Kasulatan Ito

Greeting

Maginging Bai

Cecilio M. Benitez

This is to certify that

whose eligibility for

graduation has been approved by the Secretary of Education, Culture and Sports has satisfactorily completed

the Junior Secretarial course with the Diploma in Secretarial Science / D.S.S.)

sa titulong

as prescribed by the Department of Education, Culture and Sports and is hereby
ayon sa pamamalakod ng Kagawaran ng Edukasyon, Kultura at Sports ay

awarded this

ginagawaran nitong

Diploma

in testimony whereof are affixed to this diploma the seal of the Franciscan College of the Immaculate Conception, Baybay, Leyte
Bilang katunayan ay taglay nilo ang tatat ng Kolehiyong Pansikano Baybay, Leyte
and the signatures of the Head of the Secretarial Course and the Director.

at mga legda ng Puno ng Kursong Pangkalahin at Direktor ng paaralan

Given at Baybay, Leyte, Philippines, this 20th day of March, in the year of Our Lord 1960
Inilogda sa Bayan ng Baybay, Lalawigan ng Leyte, Pilipinas ng taon ng Ating Pangkoon



2nd Copy

Victor M. Nicolas, Director
Director
Direktor

BAYBAY, LEYTE

ADDED 1st COPY FROM THE

Particulars, etc.

JOSE E. PANGKALAHIN
Head of the Secretarial Course
Puno ng Kursong Pangkalahin

Franciscan College of the Immaculate Conception

Baybay, Leyte

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORDS

Sheet No. 1

Name: MR. CECILIO M. BENITEZ
Residence: Brgy. Kilim, Baybay, Leyte
Date of Birth: October 31, 1959
Place of Birth: Urnoc, Romblon
Course: J.S.C.
Entrance Data: Form 138

Date: August 27, 2002

Preliminary Graduation

Primary:

Intermediate: Kilim Community Sch 1973-74

Secondary: Baybay High School 1977-78

School

Year

Course No.	SUBJECTS with descriptive titles	Rating	Re-Exam	Credits
FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte				
<u>First Semester, 1978-79</u>				
Engl 1	Freshman Grammar & Composition	2.0		3
Typg 1	Elements of Typewriting	1.9		5
Steno 1	Elements of Stenography	2.5		5
Socio 5	New Society & its Problem	2.4		3
Cler Trng	Basic Communication & Clerical Skills	2.0		3
Psych 7	Personality Development & Pub Rel/Office Ethics	2.3		3
Relg 1	Survey of our Catholic Faith	1.8		(3)
<u>Second Semester, 1978-79</u>				
Typg 2	Advanced Typewriting	1.6		5
Engl 2	English Grammar & Composition	2.0		3
Steno 2	Speed Development in Shorthand	2.3		5
Rizal	Life & Works of Rizal	2.5		3
Bus Math1	Business Mathematics I	1.7		3
Pol Sc 4	New Constitution & the Important of Public Service	2.3		3
Relg 2	Continuation of Religion I	2.4		(3)
<u>First Semester, 1979-80</u>				
Typg 3	Advanced Typewriting	1.5		5
Steno 3	Basic Transcription	3.0		5
Sec Acctg	Secretarial Bookkeeping	2.4		6
Econ 1	Elements of Econ w/ LR&T	2.3		3
Relg 3	Religious Education	1.7		(3)
<u>Second Semester, 1979-80</u>				
Psych 1	General Psychology	2.8		3
Engl 1a	Business English & Correspondence	2.5		3
Practicum	Office Management, Theory & Practice	2.1		3
Engl 8	Advanced English Grammar	2.7		3
Mgmt 1	Business Organization & Management	2.4		3
Steno 4	Advanced Transcription	3.0		5
Relg 4	Religious Education	1.8		(3)
GRADUATED:	March 20, 1980 in the Two-Year Junior Secretarial Course with the Diploma in			
Secretarial	Science (D.S.S.) as per Special Order (B) No. 5-005 s. 1980 dated Feb. 25, 1980.			
<u>Second Semester, 1994-95</u>				
Socio 1	Intro to Sociology w/ LR&T	Dr		none
Nat Sc 1	Biological Science with lab	Dr		none
<u>First Semester, 1995-96</u>				
Nat Sc 1	Biological Science (nonlab)	Dr		none
Hist 7	Philippine History, Roots & Development	Dr		none
Busn 3	Business Psychology	Dr		none
Law 1	Obligation & Contract	Dr		none

Remarks: TRANSCRIPT CLOSED - FOR EMPLOYMENT PURPOSES ONLY

OFFICIAL GRADES: 1.0(Excellent:100-95); 1.1-1.5(Very Good:94-80); 1.6-2.5(Good:89-80);2.6-3.0)Fair

Passed: 79-75); 5.0(Failed: below 75);INC(Test or assignment lacking);"W"- withdrawn; "DR"- Dropped.

BAYBAY, LEYTE

Prepared by: Serafin A. Loreto

NOT VALID WITHOUT SEAL

O.R. NO.

097602

Date Paid

Registrar