



Franciscan College of the Immaculate Conception
BAYBAY, LEYTE

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORD

Name MR. TEOFILO GOFREDO
Residence Brgy. Hibunawan, Baybay, Leyte
Date of Birth January 12, 1968
Place of Birth Baybay, Leyte
College of Secretarial
Entrance Date Form 138

Date November 22, 2000
School Year

Preliminary Graduation

Primary

Intermediate Hibunawan Comm. Sch.

1979-80

Secondary Baybay High School

1983-84

SUBJECTS

with descriptive titles

SUBJECTS			Rating	Re-exam	Credits
with descriptive titles					
FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte					
<u>First Semester, 1984-85</u>					
Engl	1	Communication Arts I	2.5	2.0	3
Typg	1	Elem. of Typewriting	Inc.		5
Steno	1	Elem. of Stenography	1.9		5
Socio	5	New Society and Its Problems	2.4		3
ClerTrng		Basic Comm. & Clerical Skills	2.4		3
Psycho	7	Personality Dev't. Pub. Rel. Off. Ethics	2.2		3
Relg	1	Survey of Our Catholic Faith	2.2		(3)
<u>Second Semester, 1984-85</u>					
Engl	2	Communication Arts II	2.9		3
Typg	2	Advanced Typewriting	1.3		5
Steno	2	Speed. Dev. in Shorthand	2.3		5
Rizal		Life and Works of Rizal	2.5		3
BusMath	1	Business Mathematics	3.0		3
PolSc	4	The New Const. & the Impt. of Pub. Serv; Pop. Educ.	2.5		3
Relg	2	Continuation of Religion 1	2.7		(3)
<u>Summer, 1985</u>					
Engl	1a	Business English Correspondence	1.5		3
Econ	1	Elem. of Econ. w/LR&T	2.6		3
<u>First Semester, 1985-86</u>					
Typg	3	Advance Typewriting	1.5		5
Steno	3	Basic Transcription	1.8		5
SecAcctg		Secretarial Bookkeeping	2.3		6
Pilp	1	Sining ng Pakikipagtalastasan	1.9		3
Relg	3	Religious Education	1.7		(3)
<u>Second Semester, 1985-86</u>					
Engl	8	Advance English Grammar	1.6		3
Mgmt	1	Business Organization & Management	2.8		3
Steno	4	Advance Transcription	1.7		5
Practicum		Office Mgmt. Theory & Practice	1.9		3
Relg	4	Religious Education	2.5		(3)
Pilp	2	Kasanayan at Pakikipagtalastasan	1.8		3
GRADUATED: March 21, 1986 from the Two-Year Junior Secretarial Course (J.S.C.) as per Special Order (B) No. 6-501 s. 1985 dated December 27, 1985.					
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Remarks: Issued for employment purposes.

OFFICIAL GRADES. 1 (excellent: 100 - 92); 1.5 (very good: 91.87); 2 (good: 86-83); 2.5 (fair: 82-79); 3 (passed: 78-75); 5 (failed); Inc. test or assignment lacking); "W" - withdrawn; "Dr." dropped

Prepared by: Agnolina

Checked by: Sister M. Elenor Egano, OSP

NOT VALID WITHOUT SEAL

O.R. N.O. 011709

Date 11/22/2000

Registrar