



# UNIVERSITY of SAN CARLOS

SCIENTIA • VIRTUS • DEVOTIO

FOR EMPLOYMENT

UNIVERSITY OF SAN CARLOS  
Cebu City, Philippines

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ORIGINAL DOCUMENT/S

MARIA MELGIE E. LIM, MBA  
Assistant University Registrar  
APR 29 2024

*To all whom these presents shall come  
Greetings*

*Be it known that*

**Zargia Grace Ampoloquio Pasion**

*having satisfactorily completed the prescribed Curriculum, in accordance with the recommendation of the  
Faculty, the approval of the Board of Trustees and by Authority of the Government of the Philippines,  
has this day been granted the degree of*

**Bachelor of Science in Business Administration**

*with all the Rights and Privileges thereunto appertaining.*

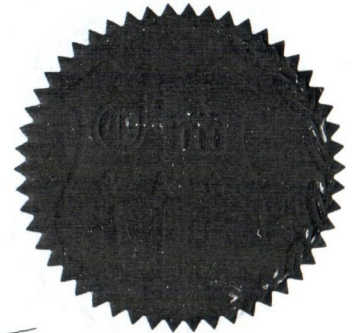
*In testimony whereof are hereunto affixed the Corporate Seal of the University and the  
Signatures of the President, the Vice President for Academic Affairs, and the Dean.*

*Given at Cebu City, Philippines, this 26th day of May 2017.*

*M R Banzuela*  
MELANIE R. BANZUELA, CSS, PhD  
Dean

*FR*  
FR. FRANCISCO ANTONIO T. ESTEPA, SVD, PhD  
President

*Jesuraj*  
FR. JESURAJ ANTHONIAPPEN, SVD, PhD  
Vice President for Academic Affairs





**OFFICE OF THE REGISTRAR**

Nasipit, Talamban, 6000 Cebu City, Philippines

Tel No. (+63 32) 401-2300 local 115, 112, 138

Email Address: registrar@usc.edu.ph

**ACCREDITED**Charter Member Philippine Accrediting  
Association of Schools, Colleges and  
Universities (PAASCU)**SCHOOL CODE: 7078****UNIVERSITY of SAN CARLOS**  
SCIENTIA • VIRTUS • DEVOTIO**CERTIFIED ISO 9001:2015****OFFICIAL TRANSCRIPT OF RECORDS**

Page 1

**PERSONAL DATA**

Student Name : **PASION, ZARGIA GRACE AMPOLOQUIO**  
 ID Number : **13100224**  
 Birthdate : **JANUARY 16, 1997**  
 Birthplace : **SOGOD, SOUTHERN LEYTE**  
 Gender : **FEMALE**  
 Religion : **ROMAN CATHOLIC**  
 Citizenship : **FILIPINO**  
 Parent/Spouse : **RAFAEL PASION**  
 Address : **ZONE 5, SOGOD 6606, SOUTHERN LEYTE,  
REGION 8 - EASTERN VISAYAS, PHILIPPINES**  
 Contact Number : **09554211386**

**PRELIMINARY EDUCATION**

Elementary : **SOGOD CENTRAL ELEMENTARY SCHOOL** Year : **2009**  
 Secondary : **SOUTHERN LEYTE STATE UNIVERSITY-TOMAS OPPUS** Year : **2013**  
**CAMPUS LABORATORY HIGH SCHOOL**

**GRADING SYSTEM**

	GRADE	EQUIVALENT	INDICATION
1.0	A+	100-95%	Excellent
1.1-1.5	A- A-	94-90%	Very Good
1.6-2.5	A- B-	89-80%	Good
2.6-3.0	C+ -C	79-75%	Fair
5.0	C-	74	Failure
INC	"Incomplete"		
NC	"No Credit"		
W	"Withdrawal with official notice"		
IP	In Progress		
P	Passed		

One collegiate/graduate unit of credit is one hour lecture or recitation each week or total of 18 hours in a semester. Three hours laboratory work, drafting, or a shop work each week or a total of 54 hours a semester as regarded as equivalent also to one unit of credit.

The semestral average grade of a student is computed by multiplying the number of units assigned to a course by the grade earned and the product divided by the total units earned for the semester.

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University Registrar**FOR EMPLOYMENT****UNIVERSITY OF SAN CARLOS**  
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Student Name : PASION, ZARGIA GRACE AMPOLOQUIO

**FIRST SEMESTER 2013-2014 - BSBA-EXRM**

Code	Title	Grade	Credit/s
AC 11	ELEMENTARY ACCOUNTING	2.1	6.0
BA 11	PRINCIPLES OF ORGANIZATION & MGNT	2.5	3.0
ENGL 1C	COMMUNICATION ARTS I WITH COMPUTER APPLICATION	2.8	3.0
ENGLPLUS 1	ENGLISH PLUS 1	2.3	0.0
FILIPINO 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	2.1	3.0
MATH 0	REVIEW OF HIGH SCHOOL MATHEMATICS	3.0	0.0
MATH 15CX	COLLEGE ALGEBRA WITH COMPUTER APPLICATIONS	2.9	3.0
NSTP 1	NATIONAL SERVICE TRAINING PROGRAM 1	1.7	3.0
PE 11G	SELF TESTING ACTIVITIES	1.0	2.0
REED 10	MAN IN SEARCH OF GOD	2.1	3.0

**SECOND SEMESTER 2013-2014 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BA 100	ELEMENTARY BUSINESS STATISTICS	3.0	3.0
ECON 21	MICROECONOMICS	NC	
ENGL 2C	COMMUNICATION ARTS II	1.9	3.0
FILI 2	FILIPINO SA IBA'T-IBANG LARANGAN	2.9	3.0
MARK 11	FUNDAMENTALS OF MARKETING	2.6	3.0
MATH 30N	MATHEMATICS OF INVESTMENT	NC	
NSTP 2	NATIONAL SERVICE TRAINING PROGRAM 2	1.9	3.0
PE 12	RHYTHMIC ACTIVITIES	1.7	2.0
REED 20	MAN THE CHRISTIAN BELIEVER	2.8	3.0

**FIRST SEMESTER 2014-2015 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BAEXRM 11N	BUILDING CORPORATE IMAGE	2.1	6.0
BAEXRM 12N	KEYBOARDING (BASIC AND SPEED)	2.3	6.0
BIZCOM 21	BUSINESS COMMUNICATIONS 1	2.3	3.0
PE 13	FUNDAMENTALS IN GAMES AND SPORTS	2.8	2.0
PHIL 2	LOGIC	2.6	3.0
PSYC 1	GENERAL PSYCHOLOGY	2.5	3.0
REED 30N	WITNESS TO THE WORD	1.2	3.0

**SECOND SEMESTER 2014-2015 - BSBA-EXRM**

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Page 3

Student Name : PASION, ZARGIA GRACE AMPOLOQUIO

Code	Title	Grade	Credit/s
BA 12N	HUMAN BEHAVIOR IN ORGANIZATION	2.0	3.0
BAEXRM 13N	STRATEGIC WRITTEN BUSINESS COMMUNICATION (INCLUDING SPREADSHEET & PRESENTATION SKILLS)	2.7	6.0
BAHRDM 20	ADMINISTRATION AND OFFICE MANAGEMENT	2.0	3.0
ENGL 101	ADVANCED GRAMMAR & COMPOSITION	1.5	3.0
HUMN 1	SURVEY OF ARTS	1.7	3.0
LIT 2	LITERATURES OF THE WORLD	2.1	3.0
MATH 30N	MATHEMATICS OF INVESTMENT	5.0	
PE 14G	RECREATIONAL ACTIVITIES	2.2	2.0
REED 40	THE CHRISTIAN WITNESS IN THE WORLD	1.8	3.0

**FIRST SEMESTER 2015-2016 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BAEXRM 14N	BASIC RECORDING AND TRANSCRIPTION 1	2.6	6.0
BAEXRM 15N	ETHICS IN EXECUTIVE RESOURCES MANAGEMENT	2.6	3.0
BAEXRM 16N	RECORDS MANAGEMENT (WITH ELECTRONIC FILING)	3.0	6.0
BAFOLA 1	FOREIGN LANGUAGE 1	1.8	3.0
ECON 22	MACROECONOMICS	3.0	3.0
LAW 111N	THE LAW ON OBLIGATIONS & CONTRACTS	3.0	3.0

**SECOND SEMESTER 2015-2016 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BAEXRM 17N	BASIC RECORDING AND TRANSCRIPTION 2	2.7	6.0
BAEXRM 18N	EXECUTIVE EVENTS MANAGEMENT	1.8	3.0
BAFOLA 2	FOREIGN LANGUAGE 2	2.4	3.0
BA-HRDM 21	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	2.5	3.0
HIST 17	RIZAL COURSE	3.0	3.0
POSC 12N	PHILIPPINE GOVERNMENT & NEW CONSTITUTION	2.9	3.0
SOSC 5	CONTEMPORARY NATIONAL DEVELOPMENT ISSUES *INCL. FAMILY PLAN	2.6	3.0

**SUMMER 2016 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BAEXRM 19A	ON-THE-JOB TRAINING 1 (IN-CAMPUS)	2.3	6.0

**FIRST SEMESTER 2016-2017 - BSBA-EXRM**

Code	Title	Grade	Credit/s
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Page 4

**Student Name : PASION, ZARGIA GRACE AMPOLOQUIO****BAEXRM 20A PRACTICUM/ WORK INTEGRATED LEARNING****1.4 6.0****SECOND SEMESTER 2016-2017 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BAEXRM 21N	INTEGRATED EXECUTIVE RESOURCES AND RESEARCH	1.8	6.0
BAEXRM 23	ADVANCE RECORDING & TRANSCRIPTION (LEGAL, MEDICAL, TECHNICAL)	2.6	3.0
BAHRDM 34	LABOR LAWS AND SOCIAL LEGISLATION	2.4	3.0
MATH 30N	MATHEMATICS OF INVESTMENT	3.0	3.0

**SUMMER 2017 - BSBA-EXRM**

Code	Title	Grade	Credit/s
BIOL 10	GENERAL BIOLOGY	2.0	3.0
ECON 21	MICROECONOMICS	3.0	3.0
FINC 11	INTRODUCTION TO MANAGERIAL FINANCE	2.0	3.0
NASC 2	PHYSICAL SCIENCE I	2.2	3.0

**Graduated : BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN EXECUTIVE RESOURCES MANAGEMENT****Date of Graduation : May 26, 2017****Special Order (S.O) Requirement : EXEMPTED. The University of San Carlos has been granted autonomous status by the Commission on Higher Education with the benefit of exemption from the issuance of Special Order (S.O.) for its graduates.****Program Accreditation : ACCREDITED by the Federation of Accrediting Agencies of the Philippines (FAAP) as evaluated by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU).****NSTP Serial No. : CWTS 2013-2014-7-014517-14****Date Issued : April 19, 2024****Purpose : FOR EMPLOYMENT****FOR EMPLOYMENT**

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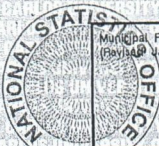
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Page 1 of 1, 1 Copy.

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Municipal Form No. 102  
(Revised January 1993)

(To be accomplished in quadruplicate)

### OFFICE OF THE CIVIL REGISTRAR GENERAL CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and legibly. Use Ink or typewriter.  
Place X before the appropriate answer in items 2, 5a, 6b and 10a.)

Province Southern Leyte Registry No. 97-189

City/Municipality Sogod

1. NAME (First) (Middle) (Last)

2. SEX Male 3. DATE OF BIRTH (day) (month) (year)

4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ (City/Municipality) (Province)

5a. TYPE OF BIRTH b. IF MULTIPLE BIRTH, CHILD WAS

6. MAIDEN NAME (First) (Middle) (Last)

7. CITIZENSHIP 8. RELIGION

9a. Total number of children born alive: 9b. No. of children still living including this birth: 9c. Children born alive but are now dead:

10. OCCUPATION 11. Age at the time of this birth: years

12. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province)

13. NAME (First) (Middle) (Last)

14. CITIZENSHIP 15. RELIGION

16. OCCUPATION 17. Age at the time of this birth: years

18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgment/Admission of Paternity at the back.)

19a. ATTENDANT

19b. CERTIFICATION OF BIRTH

Signature Dr. Rosenda S. Sison Address L. Regio St., Sogod S. Leyte

Title or Position Registrar Date 2/3/97

20. INFORMANT

Signature James T. Toledo Address Regio St., Sogod, So. Leyte

Name in Print JAMES T. TOLEDO Date 2/3/97

Relationship to the child Uncle

21. PREPARED BY

Signature James T. Toledo Address Regio St., Sogod, So. Leyte

Name in Print JAMES T. TOLEDO Date 2/3/97

Title or Position Registrar

22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR

Signature James T. Toledo Address Regio St., Sogod, So. Leyte

Name in Print JAMES T. TOLEDO Date 2/3/97

Title or Position Registrar

#### REMARKS/ANNOTATION

For OCRG USE ONLY: Population Reference No.

71-189BG01-1

TO BE FILLED UP AT THE OFFICE OF THE CIVIL REGISTRAR

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Documentary  
Stamp Tax Paid

Carmelita N. ERICTA

Administratrix and Civil Registrar General  
National Statistics Office

