



Sa Lahat ng Alakakatingray sa Kasaulatang Ito,
To All Persons To Whom These Presents May Come

Mapitagang Bati

GREETINGS

Ipinahabatin na ang Patungot ng mga Paaralang-Sarili, sa paggamit ng kapangyarihang
Be it known that the Director of Private Schools, by authority of the
kaloob ng Republika ng Pilipinas at sa tagubilin ng mga Guro ng Kolehiyong Fransiskano
Republic of the Philippines and on recommendation of the Faculty of the Franciscan College
ng Baybay, ay nangangahulugang kay
has conferred upon

Araceli M. Martinez

na nakatupad sa lahat ng kinakailangan ukol dito, ng titulang
who has fulfilled all the requirements thereof, the title of

DIPLOMA SA AGHAM NG PACKA-KALIHIM

DIPLOMA IN SECRET VIAL SCIENCE

and privileges as well as the obligations

kalakip ang lahat ng karapatan, karangalan, at
with all the rights, honors and responsibilities thereunto appertaining.

Bilang katibayan ay taglay nito ang tatak ng paaralang Kolehiyong Fransiskano
In testimony whereof, the seal of the school of the Franciscan College

kana at ang mga lagda ng Direktor ng Kolehiyong Fransiskano, at ng Dekano.
and the signatures of the Director of the Franciscan College, and the Dean are hereunto affixed.

Inilagda sa Baybay, Leyte, Pilipinas, ngayong ika-18 ng Mayo
Given at Baybay, Leyte, Philippines, this day of

taon ng Ating Panginoon, saulita siyam na taon at pitumpit digam
in the year of our Lord, one thousand nine hundred and seventy.

Julio M. Pascual, O.S.F.

Dekano
DEAN

Julio M. Pascual, O.S.F.

Direktora
DIRECTRESS

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORDS

MARTINEZ

(Last Name)

ARACELI

(First Name)

MUÑEZ

(Middle Name)

FILIPINO

(Citizenship)

FEMALE

(Sex)



Date of Birth: **MAY 23, 1957**

Place: **BAYBAY, LEYTE**

Home Address: BRGY. POMPONAN
BAYBAY CITY, LEYTE

Parent/Guardian: **TECLA MARTINEZ**

Address: BRGY. POMPONAN
AYBAY CITY, LEYTE

ELEMENTARY COMPLETED:			HIGH SCHOOL COURSE COMPLETED:	
Grade	Name of School	Sch.Yr.	Year	Name of School
Primary :			1st	Baybay High Sch. 1971-1972
Interm : Pomponan Comm. Sch. 1970-1971			2nd	Baybay High Sch. 1972-1973
Entrance Data :			3rd	Baybay High Sch. 1973-1974
			4th	Baybay High Sch. 1974-1975

Course : DIPLOMA IN SECRETARIAL SCIENCE (D.S.S.)

Course No.	COLLEGIATE RECORD DESCRIPTIVE TITLE	GRADES		
		Rating	Re-ex	Credits
	<u>FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE, INCORPORATED</u>			
	<u>First Semester, 1977-1978</u>			
Eng 1	Freshman Grammar & Composition	INC	2.1	3
Tyg 1	Elem. Of Typewriting	1.6		5
Steno 1	Elem. Of Stenography	1.6		5
Socio 5	New Society & Its Prob.	2.0		3
Cler Trng	Basic Comm. & Clerical Skills	2.0		3
Psycho 7	Personality Development & Public Relation/Off Ethics	2.0		3
PE 1	Basic Course I	1.6		1
Relg 1	Survey of our Catholic Faith	2.2		(3)
	<u>Second Semester, 1977-1978</u>			
Eng 2	English Grammar & Composition	1.8		3
BusMath 1	Business Mathematics	2.5		3
PolSci 4	The New Constitution & The Impt. Of Pub. Serv; Phil. Gov't: Pop Educ; Drug Addiction & Family Planning	1.8		3
Rizal	<u>Life & Works of Rizal</u>	1.6		3
Typg 2	Adv. Typewriting	1.5		5
Steno 2	Speed Development in Shorthand	1.5		5
PE 2	Basic Course II	1.2		1
Relg 2	Cont'n. of Religion 1	2.0		(3)
	<u>First Semester, 1978-1979</u>			
Typg 3	Advanced Typewriting	1.9		5

[illegible]

1. Official Grades: 1.0 (Excellent: 100-95), 1.1-1.5 (Very Good: 94-90); 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.

2. One unit of credits is one hour lecture or recitation and three hours of lab. is equivalent to one recitation or lectures.

Prepared by: ROSA NERI J. GOLES

REPRODUCED TRUE COPY FROM THE ORIGINAL
 ES SISTER M. ELENOR EGANO, OSF
 Registrar

Registrar

Remarks ISSUED FOR PROMOTION PURPOSES

Date Issued May 21, 2019/O.R. # 327084

NOT VALID WITHOUT SEAL

Date of Recommendation

Effective Date of Graduation

March 18, 1979

Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated
Baybay City, Leyte



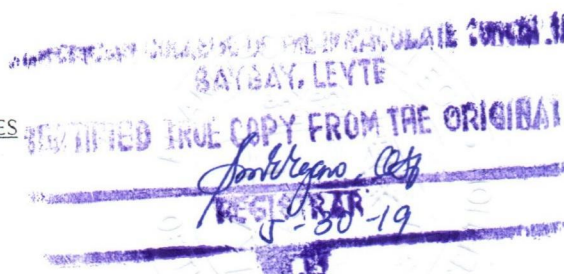
Name of Student: MARTINEZ, ARACELI M.
Course and Year: DIPLOMA IN SECRETARIAL SCIENCE (D.S.S.)

Page No. 2

Course No.	Descriptive Title	GRADES		
		Rating	Re-ex	Credits
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE, INCORPORATED			
	<u>First Semester, 1978-1979(Cont'n.)</u>			
Steno 3	Basic Transcription	1.7		5
Sec Acctg	Sect'l. Bookkeeping	2.0		6
Psych 1	General Psychology	2.0		3
Econ 1	Elem. Of Econ w/LR&T	1.8		3
PE 3	Basic Course III	1.5		1
Relg 3	Religious Education	2.6		(3)
	<u>Second Semester, 1978-1979</u>			
Eng 8	Adv. English Grammar	1.7		3
Eng 1a	Business English & Corr.	1.9		3
Mgmt 1	Business Org. & Mgmt.	1.9		3
Steno 4	Adv. Transcription	1.7		5
Pract.	Off Mgmt. Theory & Practices	1.7		3
Relg 4	Religious Education	1.9		(3)
GRADUATED: March 18, 1979 from the Two-Year Junior Secretarial Course with the DIPLOMA IN SECRETARIAL SCIENCE (D.S.S.) as per Special order (B)No. 5-008 s. 1979 dated . Jan. 24, 1979				
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- One unit of credits is one hour lecture or recitation and three hours of laboratory is equivalent to one recitation or lecture

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Date of Recommendation
Effective date of Graduation March 19, 1979