

Office of the Registrar

Sheet No. 1

Year

Secondary

continued on sheet no. 2 -

MRS. LILIA T. MODINA
REGISTRAR

Franciscan College of the Immaculate Conception

BAYBAY, LEYTE

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORD

Sheet No. 2

Name MRS. ARSENIA M. POSAS

Residence

Date of Birth - pls. refer to sheet no. 1 -

Place of Birth

College of

Entrance Data

Date July 23, 1982

School Year

Preliminary Graduation

Primary

Intermediate

Secondary -pls. refer to sheet no.1-

SUBJECTS

with descriptive titles

Rating Re-exam Credit

FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte

First Semester, 1981-82

Typg	3	Advanced Typewriting	1.6		5
Steno	3	Elements of Typewriting	2.7		5
Sec Acctg		Secretarial(Accounting) Bookkeeping	2.3		6
Econ	1	Elements of Economics with LR&T	2.5		3
Relg	3	Religious Education	1.9		(3)
		Second Semester, 1981-82			
Engl	8	Advanced English Grammar	1.9		3
Engl	1a	Business English and Correspondence	1.8		3
Mgnt	1	Business Organization and Management	2.1		3
Steno	4	Advanced Transcription	2.7		5
Psych	1	General Psychology	1.9		3
Relg	4	Religious Education	1.9		(3)
Practicum		Office Management Theory and Practice	1.9		3

GRADUATED on March 28, 1982 from the Two-Year Junior Secretarial Course with the DIPLOMA IN SECRETARIAL SCIENCE (D.S.S.) as per Special Order (B) No. 5-002, sl. 1982 dated March 18, 1982

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OFFICIAL GRADES: 1 (excellent: 100-92); 1.5 (very good: 91-87); 2 (good: 86-83); 2.5 (fair: 82-79)
3 (pass: 78-75); 5 (failed); Inc. (test or assignment lacking); "W"-withdrawn; "Dr." dropped.

REMARKS: ISSUED FOR EMPLOYMENT PURPOSES.

Not valid without seal.

MRS. LILIA T. MODINA
REGISTRAR