

Franciscan College of the Immaculate Conception

BAYBAY, LEYTE

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORD

Name **MERCEDES FORMES**
Residence **San Mateo, Baybay, Leyte**
Date of Birth **August 15, 1964**
Place of Birth **Baybay, Leyte**
College of **SECRETARIAL**
Entrance Data **Form 138**

Date **June 4, 1983**School **Year**

Preliminary Graduation

Primary

Intermediate

Secondary

Franciscan College
Franciscan College

		SUBJECTS with descriptive titles	Rating	Re-exam	Credits
FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte					
First Semester, 1981-82					
Engl	1	Freshman Grammar & Comp	2.0		3
Steno	1	Elements of Stenography	1.2		5
Typg	1	Elements of Typewriting	1.5		5
Socio	5	New Society & Its Pbro	1.7		3
Psycho	7	Personality Dev't & Pub Rel/ Off Ethics	1.8		3
Cler Trng		Basic Comm & Clerical Skills	1.6		3
Relg	1	Surv of our Catholic Faith	1.8		(3)
Second Semester, 1981-82					
Engl	2	English Grammar & Comp	1.8		3
Typg	2	Advanced Typewriting	1.4		5
Steno	2	Speed Devt in Shorthand	1.4		5
Rizal		Life & Works of Rizal	1.6		3
Bus Math	1	Business Mathematics	2.0		3
Pol Sc	4	The New Const & the Impt of Pub Service	1.9		3
Relg	2	Cont'n of Religion	1.8		(3)
First Semester, 1982-83					
Typg	3	Advanced Typewriting	2.0		5
Steno	3	Basic Transcription	1.6		5
Sec Acctg		Secretarial Bkkg	2.2		6
Econ	1	Elements of Econ w/ LR&T	1.8		3
Psycho	1	General Psychology	2.3		3
Relg	3	Religious Education	2.1		(3)
Second Semester, 1982-83					
Engl	8	Advanced English Grammar	1.4		3
Engl	1a	Bus English & Corresp	1.9		3
Mgmt	1	Bus Org & Mgmt	2.3		3
Steno	4	Advanced Transcription	1.6		5
Practicum		Off Mgmt, Theory and Practice	1.8		3
Relg	4	Religious Education	1.9		(3)
GRADUATED on March 19, 1983, from the Two-Year Junior Secretarial Course with the DIPLOMA IN SECRETARIAL SCIENCE (D.S.S.) as per Special Order (B) No. 5-016 S. 1983 dated February 8, 1983.					
ic fcic fcic fcic fcic fcic - TRANSCRIPT CLOSED - fcic fcic fcic fcic fcic fcic					

Any entry below this line is not valid
&

&

&

&

&

&

&

&

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3 (pass: 78-75) 5 (failed): Inc. (test or assignment lacking); "W" - withdrawn; "Dr."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 as Transfer Credential

Not valid without seal


MRS. LILIA T. MODINA
REGISTRAR