



Francisca College of the Immaculate Conception
BAYBAY, LEYTE

Office of the Registrar

OFFICIAL TRANSCRIPT OF RECORD

Name MR. CARLITO SUGANOB
Residence Baybay, Leyte
Date of Birth July 16, 1961
Place of Birth Baybay, Leyte
College of SECRETARIAL
Entrance Data Form 138

Date October 23, 1998
School Year

Preliminary Graduation
Primary
Intermediate Banahao Community Sch. 74-75
Secondary Baybay High School 78-79

SUBJECTS

with descriptive titles

Rating Re-exam Credits

~~FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, Baybay, Leyte~~

First Semester, 1980-81

Engl	1	Freshman Grammar & Composition	2.4		3
Socio	5	New Society & Its Problems	1.5		3
Cler Trng		Basic Comm. & Clerical Skills	1.9		3
Typg	1	Elements of Stenography	1.4		5
Steno	1	Elements of Stenography	1.4		5
Psych	7	Personality Development & Public Relation/ Office Ethics	1.1		3
Relg	1	Survey of our Catholic Faith	1.8		(3)

Second Semester, 1980-81

Engl	2	English Grammar & Computer	2.2		3
Typg	2	Advanced Typewriting	1.6		5
Steno	2	Speed Development in Shorthand	1.2		5
Rizal		Life and Works of Rizal	1.6		3
Pol Sc	4	The New Constitution & the Impt. of Public Service	2.1		3
Bus Math	1	Business Mathematics	1.9		3
Relg	2	Continuation of Religion I	1.3		(3)

First Semester, 1981-82

Typg	3	Advanced Typewriting	1.4		5
Steno	3	Basic Transcription	1.8		5
Sec Acctg		Secretarial Bookkeeping	2.5		6
Econ	1	Elements of Economic w/IR & T	2.0		3
Relg	3	Religious Education	1.9		(3)

Second Semester, 1981-82

Engl	8	Advanced English Grammar	1.6		3
Engl	1a	Business English & Correspondence	1.8		3
Mgmt	1	Business Organization & Management	1.9		3
Steno	4	Advanced Transcription	1.4		5
Practicum		Office Management, Theory & Practice	1.5		3
Psych	1	General Psychology	1.6		3
Relg	4	Religious Education	1.6		(3)

GRADUATED: 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 s. 1982 dated March 17, 1982.

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Remarks: ISSUED FOR EMPLOYMENT PURPOSES ONLY.

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3 (passed: 78-75); 5 (failed); Inc. test or assignment lacking); "W" - withdrawn; "Dr."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: MWFORNES

Checked by:

NOT VALID WITHOUT SEAL

Date 10/23/98

Sister M. Elenor Egano OSF
SISTER M. ELENOR EGANO, OSF

Registrar