

SCHOOL LETTERHEAD

Address

Date

DR. MARIA TERESITA MACANAS SEMANA, PhD, CESO IV

Officer-in-Charge, Office of the Director IV

Commission on Higher Education

Regional Office III

DMGC, Maimpis

City of San Fernando, Pampanga

Sample

Dear Madam:

Submitted with our favorable recommendation for graduation upon satisfactory completion of the course leading to the degree of **BACHELOR OF SCIENCE IN SECONDARY EDUCATION (Major in English)** as of **April 30, 2020** is/are the name/s of the following candidate/s:

- | | |
|-----------------------|-----|
| 1. Dela Cruz, Juan A. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

-Valid for Twenty (20) students only-

The above mentioned student/s was/were enrolled during the **2nd Semester, AY 2019-2020** and the degree program is covered by Government Recognition No. **045**, series of **2005**.

We hereby certify that the foregoing are TRUE and CORRECT and that we shall be held fully liable for the veracity of all the records being submitted to the Commission.

Very truly yours,

Attested by:

Registrar

President

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2019 at _____.

Doc. No.: _____

Notary Public

Page No.: _____

Book No.: _____

Series of _____

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Regional Office III
City of San Fernando (P)

Special Order No. _____

Date Issued: _____

Institution: **Matulungin College, City of San Fernando, Pampanga**

Program/Course: **Bachelor of Science in Secondary Education**

Name of Graduate/s: _____

Major: **English**

No. of Graduate/s: **Twenty (20) only**

This Special Order is hereby issued to the above named graduates **SUBJECT TO REVOCATION** if the records upon which approval is based are later found **INCORRECT** or **FRAUDULENT**.

Enrolment Verified by: _____

SO Assigned by: _____

Evaluated by: _____

MARIA TERESITA MACANAS SEMANA, PhD, CESO IV

Officer-in-Charge, Office of the Director IV

(Not valid without CHED seal.)