



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
Regional Office III
Matulungin St., Diosdado Macapagal Government Center,
Brgy. Maimpis, City of San Fernando, Pampanga, Philippines

RELEASED
AUG 09 2019
CHEDRO III
posted 8-16-19

CHEDRO III MEMORANDUM
No. 093, series of 2019 (B)

TO : Presidents/Heads of Local Community Colleges (LCCs) and Private Higher Education Institutions (HEIs) with Accredited Program/Deregulated and Autonomous Status

SUBJECT : **TEMPLATE FOR THE SUBMISSION OF LIST OF GRADUATES**

DATE : AUGUST 9, 2019

As part of the Certification, Authentication and Verification (CAV) process of the Commission on Higher Education Regional Office III, all concerned higher education institutions are requested to submit list of graduates every semester using the attached template, with **ARIAL** font style and font size, **10**. Said format/template is for all courses, and it is further advised that the list of graduates be submitted in both soft and printed copies.

The cooperation of all concerned is expected.

MS. LORA L. YUSI
Chief Education Program Specialist
Officer-in-Charge
Office of the Director IV

Higher Education Institution Logo

Office of the Registrar/President

Date

MS. LORA L. YUSI

Chief Education Program Specialist
Officer-in-Charge, Office of the Director IV
Commission on Higher Educational – III
Diosdado Macapagal Government Center
Maimpis, City of San Fernando
Pampanga 2000

Dear Ma'am:

I wish to inform you that the following students are our graduates as of (graduation date):

Student Name(in alphabetical order ; Last Name, First Name, MI)	Course

The above-named students are enrolled during the (semester, academic year) and the degree program is covered by (Government Recognition No.). Furthermore, the degree program is a (Accreditation Level).

Thank you very much.

Very truly yours,

Registrar

Noted by,

President