



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
**Regional Office I**  
City of San Fernando, La Union

March 8, 2022

**CHED REGIONAL MEMORANDUM ORDER**

No. **07**, s. 2022

**TIMELINES ON THE SUBMISSION OF REPORTS BY THE  
HIGHER EDUCATION INSTITUTIONS (HEIs)**

**FOR : ALL PRESIDENTS / HEADS**

**Public and Private Higher Education Institutions (HEIs)  
including satellite campuses in Region 1**

1. In the interest of consistency and accuracy, and in order to promote efficiency, effectiveness and timeliness in the submission of reports to this Office, all HEIs are enjoined to **observe** the following timelines:

<b>REPORTS FOR SUBMISSION</b>	<b>LEGAL BASIS/BASES</b>	<b>DEADLINE</b>
<b>Collegiate School Calendar</b> with Learning Continuity Plan	<ul style="list-style-type: none"><li>• CRMO No. 12, s. 2020</li><li>• CHED Memorandum Order (CMO) No. 4, s. 2020</li><li>• CMO No. 1, s. 2011</li></ul>	At least 30 days before the opening of classes
<b>Enrolment List</b> by program, classified by gender and year level with complete name of students (first, middle and family name) - <b>both in hard and soft copies.</b>	Manual of Operation for Private Higher Education of 2008 (MORPHE)	45 days after the close of every enrolment period (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)
<b>Promotional Report (Form IX)</b> by program classified by gender and year level with complete name of students (first, middle and family name) - <b>both in hard and soft copies.</b>	MORPHE of 2008	45 days after the close of a school term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)
<b>Registry of Graduates (ROG) / Board Resolutions (BR)</b> in soft bound folder (for Private HEI with Autonomous and Deregulated status, and Level II and up program accreditation)	MORPHE of 2008	45 days after the close of the school term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)
<b>Application for the issuance of Special Order</b> with the following attachments: <ul style="list-style-type: none"><li>• Application Form in three (3) copies (see <b>Annex A</b> for template report);</li><li>• Form IX (see <b>Annex B1</b> for template report);</li></ul>	Section 110 of MORPHE of 2008	60 days before the end of (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)

Page 1 of 5 pages



Republic of the Philippines  
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REPORTS FOR SUBMISSION	LEGAL BASIS/BASES	DEADLINE
<ul style="list-style-type: none"> <li>• Certificate of NSTP Serial Number (for transferees from other region)*;</li> <li>• Transfer credentials with remarks “Copy for (accepting HEI) only” duly-authenticated by the concerned CHED Regional Office*;</li> <li>• Summary of Related Learning Experience (RLE) for BS in Nursing*;</li> <li>and,</li> <li>• Certificate of Internship for Bachelor in Medical Laboratory Science/ Medical Technology and BS Pharmacy*.</li> </ul> <p><b>*certified photo copy</b></p>		
<p><b>Foreign Students</b> (see Annex C for template of report)</p>	<p>Executive Order No. 285, s. 2000</p>	<p>45 days after commencement of classes every school term (1<sup>st</sup> Sem., 2<sup>nd</sup> Sem., &amp; Summer/ 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Tri)</p>
<p><b>Scholarship</b></p> <ul style="list-style-type: none"> <li>• Semestral Status Reports under the CHED Institution Based Loan Programs</li> <li>• Requirements for the payment of CHED Student Financial Assistance Program (StuFAPS)</li> </ul>	<ul style="list-style-type: none"> <li>• CRMO No. 10, s. 2021</li> <li>• CRMO No. 4, s. 2021</li> </ul>	<ul style="list-style-type: none"> <li>• 15 days after closing of every term (1<sup>st</sup> Sem. &amp; 2<sup>nd</sup> Sem. / 1<sup>st</sup> &amp; 2<sup>nd</sup> Tri.)</li> <li>• 15 days after the enrolment</li> </ul> <p><b>NOTE: Only 1<sup>st</sup> &amp; 2<sup>nd</sup> semester / trimester documents are needed.</b></p>
<p><b>Success Stories of Graduating Scholar Grantees CHED Scholarship Program (CSP)</b></p>		<p>Five (5) days before the schedule of graduation ceremony</p>
<p><b>National Service Training Program (NSTP) Reports and request of NSTP Serial Number (see Annex D for the template)</b></p>	<p>CMO No. 27, s. 2015</p>	<ul style="list-style-type: none"> <li>• 30 days before NSTP graduation for serial number application</li> <li>• 30 days after NSTP graduation for the list of graduates with serial numbers</li> </ul>
<p><b>Accomplishment Report on Persons with Disability (PWD)</b></p>	<p>RA 7277 (Chapter 2)</p>	<p>On or before December 31 of the year</p>



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<b>REPORTS FOR SUBMISSION</b>	<b>LEGAL BASIS/BASES</b>	<b>DEADLINE</b>
<b>Campus Journalism</b> with the following information: <ul style="list-style-type: none"> <li>• Title of publication;</li> <li>• Frequency of publication;</li> <li>• Activities; and,</li> <li>• Name and contact number of the adviser and editor-in-chief</li> </ul>	Campus Journalism Act of 1991	Within the first two (2) months from the opening of classes of the school year
<b>Culture and Arts Organization</b> with the following information: <ul style="list-style-type: none"> <li>• Name of Culture and Arts Group;</li> <li>• Name and contact number of Head/Coordinator;</li> <li>• Activities to be conducted for the school year; and,</li> <li>• Data on students who are members of Indigenous Peoples (IRs) – total population, name, course &amp; email address</li> </ul>	RA 7356 and CMO No. 2, s. 2019	Within 60 days after the opening of the first semester/trimester
<b>Higher Education Management Information System (MIS)</b>	CMO No. 45, s. 2016	Not later than November 29 of the calendar year
<b>Gender and Development (GAD) Plan and Budget (GPB) and Accomplishment Report (AR)</b>	CMO No. 1, s. 2015	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter - GAD Accomplishment Report of the previous year</li> <li>• 4<sup>th</sup> Quarter - GAD Plans and Budget for the following fiscal year</li> </ul>
<b>Guidance and Counseling and Mental Health Program</b> with the following information: <ul style="list-style-type: none"> <li>• Head Guidance Counselor</li> <li>• Contact number and email address</li> </ul>	RA 11306	Within 60 days after the opening of the first semester/trimester
<ul style="list-style-type: none"> <li>• PGMA Loan status</li> <li>• SAFE Loan status</li> <li>• SAFE 4SR Loan status</li> </ul>	<ul style="list-style-type: none"> <li>• CMO No. 25, s. 2006</li> <li>• CMO No. 25, s. 2008</li> <li>• CMO No. 4, s. 2004</li> </ul>	15 days after the end of every term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)



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REPORTS FOR SUBMISSION	LEGAL BASIS/BASES	DEADLINE
<b>Members of Research Ethics Committee</b> (if any) with the following information: <ul style="list-style-type: none"> <li>• name;</li> <li>• contact number/s; and,</li> <li>• email address.</li> </ul>	Regional Development Council-1 Res. No. 61, s. 2019	At the start of the school year
<b>Researches Conducted</b> for the School Year <ul style="list-style-type: none"> <li>• Funding/Funding agency (if any).</li> </ul>		Before the school year ends
<b>Approved Patents of Products of Research for the IPO</b>		Before the school year ends
<b>Application for the Increase in Tuition and Other School Fees, Imposition of New Fees</b>	CMO No. 3, s. 2012 and Memorandum Order from the Office of the CHED Chairperson dated January 21, 2022	Consultation period should be on or before May 28 for SY 2022-2023
<b>Philippine Anti-Drug Strategies</b> <ul style="list-style-type: none"> <li>• Accomplishment on the International Day Against Drug Abuse and Illicit Trafficking (IDADAIT)</li> <li>• Accomplishment on the Drug Education, Prevention and Control (DEPC)</li> </ul>	Executive Order (EO) 66, s. 2018 and Republic Act (RA) 9165	Every end of school term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)
<b>Accomplishment on National Task Force to End Local Communist Armed Conflict</b>	EO 70, s. 2018	Every end of school term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)
<b>Non-conventional Education</b> <ul style="list-style-type: none"> <li>• Expanded Tertiary Education Equivalency and Accreditation</li> <li>• Distance Education</li> <li>• Transnational Education</li> <li>• Ladderized Education</li> </ul>		Every end of school term (1 <sup>st</sup> Sem., 2 <sup>nd</sup> Sem., & Summer/ 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Tri)

2. Below is the document layout template for size consistency:

DOCUMENT	PAPER SIZE	MARGIN				File copy preferred (if digital)
		top	bottom	left	right	
Collegiate School Calendar	User-defined 8.5" x 13" 215.9 x 279.4mm	1"	1"	1"	1.5"	N/A



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DOCUMENT	PAPER SIZE	MARGIN				File copy preferred (if digital)
		top	bottom	left	right	
Enrolment List	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	PDF (Searchable)
Promotional Report	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	PDF (Searchable)
Registry of Graduates	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	PDF (Searchable)
SO Application Letter	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	N/A
Form IX	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	N/A
List of NSTP Graduates (Request Form)	User-defined 8.5" x 13" 215.9 x 279.4mm	0	0	0.7"	0.7"	Excel File

3. The above-mentioned reports together with the official transmittal letter must be signed by the head of the HEI or his/her duly-authorized representative and send to this Office.

In the event that soft copies are required to be submitted, the HEI is requested to send it to [chedrol@ched.gov.ph](mailto:chedrol@ched.gov.ph).

4. This CRMO shall *take effect on April 1, 2022*.
5. Compliance of all concerned is desired.

  
**DANILO B. BOSE, PhD**  
OIC-Director IV

**Enclosed are hard and soft copies (as attached in the email):**

**Annex A1** – Special Order (SO Form 1 to 10) for Graduation Application Letter (for bachelor's degree)

**Annex A2** – Special Order (SO Form 11 and 12) for Graduation Application Letter (master's and doctorate degrees)

**Annex B1** – Form IX of SO for Graduation Application (for bachelor's degree)

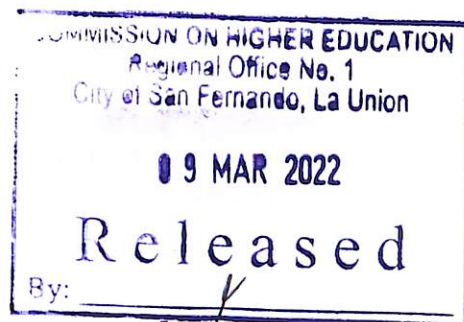
**Annex B2** – Form IX of SO for Graduation Application (for master's and doctorate degrees)

**Annex C1** – Foreign Students Regional Database

**Annex C2** – Unedited Instructions/Guide on How to Fill Out the Form

**Annex D** – List of NSTP Graduates

/01





## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidate under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

**BORJA, LAILA JULISSA *Martin***

(Valid for one (1) student only)

The above-mentioned student is enrolled during the 2nd Semester, Academic Year 2021-2022 and the degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of one (1) out of one (1) student listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of the above-mentioned student is **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**



**NAME OF HIGHER EDUCATION INSTITUTION**

**Address**

**Contact Number/Email Address**

**March 1, 2022**

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- 1. **BORJA, LAILA JULISSA *Martin***
  - 2. **DELOS REYES, KRISTIAN *Velasquez***
- \*Nothing Follows\***

(Valid for two (2) students only)

The above-mentioned students are enrolled during the 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**  
Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of two (2) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV



**NAME OF HIGHER EDUCATION INSTITUTION**

**Address**

**Contact Number/Email Address**

**March 1, 2022**

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- 1. **BORJA, LAILA JULISSA *Martin***
  - 2. **DELOS REYES, KRISTIAN *Velasquez***
  - 3. **FABIO, JAYLAN AYSON *Solas***
- \*Nothing Follows\***

(Valid for three (3) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of three (3) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**





## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

1. **BORJA, LAILA JULISSA** *Martin*
  2. **DELOS REYES, KRISTIAN** *Velasquez*
  3. **FABIO, JAYLAN AYSON** *Solas*
  4. **ISAI, JADYN**
- \*Nothing Follows\*

(Valid for four (4) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of four (4) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**



**NAME OF HIGHER EDUCATION INSTITUTION**

**Address**

**Contact Number/Email Address**

**March 1, 2022**

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

1. **BORJA, LAILA JULISSA *Martin***
  2. **DELOS REYES, KRISTIAN *Velasquez***
  3. **FABIO, JAYLAN AYSON *Solas***
  4. **ISAI, JADYN**
  5. **LIWANAG, ALEXUS *Tawan***
- \*Nothing Follows\***

(Valid for five (5) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of five (5) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV



**NAME OF HIGHER EDUCATION INSTITUTION**

**Address**

**Contact Number/Email Address**

**March 1, 2022**

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

1. BORJA, LAILA JULISSA *Martin*

2. DELOS REYES, KRISTIAN *Velasquez*

3. FABIO, JAYLAN AYSON *Solas*

4. ISAI, JADYN

5. LIWANAG, ALEXUS *Tawan*

6. MOLINA, FLORANTE *Fernandez*

\*Nothing Follows\*

(Valid for six (6) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of six (6) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**

OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**



## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- |   |  |
|---|--|
| 1. BORJA, LAILA JULISSA <i>Martin</i>     | 6. MOLINA, FLORANTE <i>Fernandez</i>   |
| 2. DELOS REYES, KRISTIAN <i>Velasquez</i> | 7. SEGUNDO, LEO NANG <i>Capistrano</i> |
| 3. FABIO, JAYLAN AYSON <i>Solas</i>       | *Nothing Follows*                      |
| 4. ISAI, JADYN                            |  |
| 5. LIWANAG, ALEXUS <i>Tawan</i>           |  |

(Valid for seven (7) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

---

*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of seven (7) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**



## NAME OF HIGHER EDUCATION INSTITUTION

Address

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March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- |   |  |
|---|--|
| 1. BORJA, LAILA JULISSA <i>Martin</i>     | 6. MOLINA, FLORANTE <i>Fernandez</i>   |
| 2. DELOS REYES, KRISTIAN <i>Velasquez</i> | 7. SEGUNDO, LEO NANG <i>Capistrano</i> |
| 3. FABIO, JAYLAN AYSON <i>Solas</i>       | 8. SUMAGUE, EDDY JR. <i>Barrientos</i> |
| 4. ISAI, JADYN                            | *Nothing Follows*                      |
| 5. LIWANAG, ALEXUS <i>Tawan</i>           |  |

(Valid for seven (8) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

MARICELIA MELANIE K. ANDAL

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of eight (8) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV



## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- |   |  |
|---|--|
| 1. BORJA, LAILA JULISSA <i>Martin</i>     | 6. MOLINA, FLORANTE <i>Fernandez</i>         |
| 2. DELOS REYES, KRISTIAN <i>Velasquez</i> | 7. SEGUNDO, LEO NANG <i>Capistrano</i>       |
| 3. FABIO, JAYLAN AYSON <i>Solas</i>       | 8. SUMAGUE, EDDY JR. <i>Barrientos</i>       |
| 4. ISAI, JADYN                            | 9. SILVERIO, ORLANDO III <i>Buenaventura</i> |
| 5. LIWANAG, ALEXUS <i>Tawan</i>           | *Nothing Follows*                            |

(Valid for nine (9) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

MARICELIA MELANIE K. ANDAL

Registrar

---

*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of nine (9) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

DANILO B. BOSE, PhD  
OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**



## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidates under the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **MARCH 16, 2022** upon completion of the requirements of said program:

- |   |  |
|---|--|
| 1. BORJA, LAILA JULISSA <i>Martin</i>     | 6. MOLINA, FLORANTE <i>Fernandez</i>         |
| 2. DELOS REYES, KRISTIAN <i>Velasquez</i> | 7. SEGUNDO, LEO NANG <i>Capistrano</i>       |
| 3. FABIO, JAYLAN AYSON <i>Solas</i>       | 8. SUMAGUE, EDDY JR. <i>Barrientos</i>       |
| 4. ISAI, JADYN                            | 9. SILVERIO, ORLANDO III <i>Buenaventura</i> |
| 5. LIWANAG, ALEXUS <i>Tawan</i>           | 10. QUERUBÍN, KARL <i>Casicas</i>            |

(Valid for ten (10) students only)

The above-mentioned students are enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 015, series 2006.

Very truly yours,

MARICELIA MELANIE K. ANDAL

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of ten (10) students listed above with the title/degree of **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of any one of the above-mentioned students are **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**  
OIC-Director IV



## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidate under the title/degree of **MASTER OF ARTS IN EDUCATION major in Science Education** as of **MARCH 16, 2022** upon completion of the requirements of said program:

**SERRANO, LAILA ERIKA Montano****\*Nothing Follows\*****(Valid for one (1) student only)**

*This Title: "Computer-based Instruction as a Form of Differentiated Instruction in a Traditional, Teacher-led, Low-Income, High School Biology Classroom"*

The above-mentioned student is enrolled during 2nd Semester, Academic Year 2021-2022 and their degree program is covered by Government Recognition No. 063, series 1997.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of one (1) student listed above with the title/degree of **MASTER OF ARTS IN EDUCATION major in Science Education** as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of the above-mentioned student is **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**

OIC-Director IV

**Note: NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**





## NAME OF HIGHER EDUCATION INSTITUTION

Address

Contact Number/Email Address

March 1, 2022

Date

**DR. DANILO B. BOSE**

OIC-Director IV

Commission on Higher Education

Regional Office No I

Brgy. Sevilla, Government Center

City of San Fernando, La Union

Sir:

This is to submit our recommendation for the issuance of Special Order for Graduation of the following candidate under the title/degree of **DOCTOR OF PHILOSOPHY IN DEVELOPMENT EDUCATION** major in Educational Administration as of **MARCH 16, 2022** upon completion of the requirements of said program:

**MANALOTO, PEPITO *Todo*****\*Nothing Follows\*****(Valid for one (1) student only)**

*Dissertation Title: "Going the Distance: A Case Study of One Community College's Journey Across the Digital Divide"*

The above-mentioned student is enrolled during **2nd Semester**, Academic Year **2021-2022** and their degree program is covered by Government Recognition **No. C-005**, series **1993**.

Very truly yours,

**MARICELIA MELANIE K. ANDAL**

Registrar

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*Republic of the Philippines*  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**  
*Regional Office No. I*  
*City of San Fernando, La Union*

On the basis of the records submitted by the **NAME OF HEI, Address**, the graduation of \_\_\_\_\_ ( ) out of one (1) student listed above with the title/degree of **DOCTOR OF PHILOSOPHY IN EDUCATIONAL DEVELOPMENT** major in Educational Administration as of **March 16, 2022** is hereby approved and made a matter of record. The approval of the graduation of the above-mentioned student is **AUTOMATICALLY REVOKED** if the requirements of the program are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

**DANILO B. BOSE, PhD**

OIC-Director IV

**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION**

I. Name of School \_\_\_\_\_  
Address: \_\_\_\_\_

II. Name of Candidate \_\_\_\_\_

<small>LAST NAME</small>	<small>FIRST NAME</small>	<small>MIDDLE NAME</small>
Age _____	Sex _____	Nationality: _____
Date of Birth _____	Civil Status: _____	Place of birth: _____
<small>BIRTH</small>	<small>DATE</small>	<small>YEAR</small>
Parent/Guardian Complete Address: _____	_____	

III. RECORDS OF PRELIMINARY EDUCATION

PRIMARY COURSE COMPLETED			SECONDARY COURSE COMPLETED		
Grade	Name of school	School Year	Year	Name of School	School Year
Primary			1st		
			2nd		
Intermediate			3rd		
			4th		
SENIOR HIGH SCHOOL					
Grade 11			Grade 12		

IV. CANDIDATE FOR (TITLE/DEGREE): \_\_\_\_\_  
major in: \_\_\_\_\_ minor in: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

COLLEGE RECORDS		FINAL RATING	RE-EXAM	CREDITS	1. GENERAL EDUCATION COURSES	2. GENERAL EDUCATION ELECTIVES	3. PROFESSIONAL COURSES	4. PROFESSIONAL ELECTIVES	5. MANDATED COURSES	6. INSTITUTIONAL COURSES
COURSE CODE	COURSE TITLE									

II. Name of Candidate

LAST NAME		Sex:	FIRST NAME		Nationality:	MIDDLE NAME							Civil Status:				
Age																	
										0	0	0	0	0	0	0	0
																	0

NSTP Serial No. \_\_\_\_\_

**CERTIFICATION**

This is to certify that the foregoing records of 0 have been verified by us, and that as per our evaluation, he/she met all the requirements for graduation. True copies of the official records substantiating the same are in our files.

This is to further certify that this student is enrolled in this institution of the current school year.

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Dean/Department Head

Prepared by: \_\_\_\_\_

**REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION**

I. Name of School GODIVA COLLEGE  
Address: Marcos Avenue, Laoag City, Ilocos Norte

II. Name of Candidate DELOS REYES, MARC KRISTIAN Velasquez  
LAST NAME FIRST NAME MIDDLE NAME  
 Age 22 Sex Male Nationality: Filipino Civil Status: Single  
 Date of Birth SEPTEMBER 23 1995 Place of birth: Ilocos Norte  
MONTH DATE YEAR  
 Parent/Guardian Mr. LEJANDRO T. DE LOS REYES  
 Complete Address: 42 Aquino Building, Bilog Street, Laoag City, Ilocos Norte  
HOUSE NO. BARANGAY STREET BARANGAY CITY/MUNICIPALITY PROVINCE

III. RECORDS OF PRELIMINARY EDUCATION

PRIMARY COURSE COMPLETED			SECONDARY COURSE COMPLETED		
Grade	Name of school	School Year	Year	Name of School	School Year
Primary	West Central Elementary School	2004-2005	1st	WENCESLAO NATIONAL HIGH SCHOOL	2008-2009
			2nd	WENCESLAO NATIONAL HIGH SCHOOL	2009-2010
Intermediate	West Central Elementary School	2007-2008	3rd	WENCESLAO NATIONAL HIGH SCHOOL	2010-2011
			4th	WENCESLAO NATIONAL HIGH SCHOOL	2011-2012
SENIOR HIGH SCHOOL					
Grade 11	St. William Academy	2012-2013	Grade 12	St. William Academy	2013-2014

IV. CANDIDATE FOR (TITLE/DEGREE): BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT  
 major in: Culinary Management minor in: none

Date of Graduation: March 14 2022  
MONTH DATE YEAR

COLLEGE RECORDS		FINAL RATING	RE-EXAM	CREDITS	1. GENERAL EDUCATION COURSES	2. GENERAL EDUCATION ELECTIVES	3. PROFESSIONAL COURSES	4. PROFESSIONAL ELECTIVES	5. MANDATED COURSES	6. INSTITUTIONAL COURSES
COURSE CODE	COURSE TITLE									
First Semester, SY 2014-2015: Page: No.: Degree:										
PC 11	Purposive Communication	1.25		3	3					
HIS 11	Readings in Philippine History	2.00		3	3					
MAT 12	Mathematics in the Modern World	1.75		3		3				
THC 11	Macro Perspective of Tourism and Hospitality	1.25		3			3			
THC 12	Risk Management as Applied to Safety, Security & Sani.	3.00		3				3		
RIZAL 20	The Life and Works of Jose Rizal	INC.	0	0					0	
REL ED 11	Christian Morality	1.50		3						3
PE 1	Physical Education 1	1.00		2					2	
NSTP 1	Civic Welfare Training Service 1	2.25		3					3	
Second Semester, SY 2014-2015: Page: No.: Degree:										
THC 13	Quality Service Management in Tourism and Hospitality	1.75		3			3			
THC 14	Philippine Tourism, Geography and Culture	1.50		3			3			
THC 15	Micro Perspective of Tourism and Hospitality	1.50		3			3			
HPC 11	Kitchen Essentials & Basic Food Preparation	1.25		3			3			
HPC 12	Fundamentals in Lodging Operations	1.50		3			3			
REL ED 12	Christology and Morality	1.75		3						3
PE 2	Physical Education 2	1.25		2					2	
NSTP 2	Civic Welfare Training Service 2	1.50		3					3	
Summer 2015: Page: No.: Degree:										
Rizal 20	The Life and Works of Jose Rizal	2.25		3					3	
SSP 16	The Entrepreneurial Mind	1.75		3		3				

II. Name of Candidate **DELOS REYES, MARC KRISTIAN Velasquez**

LAST NAME		FIRST NAME		MIDDLE NAME						
Age	22	Sex	Male	Nationality	Filipino	Civil Status	Single			
<i>more on page 2</i>										
First Semester, SY 2015-2016: Page: _____ No.: _____ Degree: _____										
SELF 21	Understanding the Self	3.00		3	3					
HUM 22	Indigenous Creative Crafts	2.75		3		3				
HPC 23	Applied Business Tools and Technologies	1.50		3			3			
HPC 24	Supply Chain Management in Hospitality Industry	1.50		3			3			
HPC 25	Foreign Language 1 (Mandarin)	1.25		3			3			
PE 3	Physical Education 3	2.00		2			2			
Second Semester, SY 2014-2015: Page: _____ No.: _____ Degree: _____										
STS 22	Science, Technology and Society	2.00		3	3					
ETH 24	Ethics	1.75		3	3					
HPC 26	Fundamentals of Food Service Operations	1.25		3			3			
HPC 27	Introduction to Meetings, Incentives, Conventions & Events	1.50		3			3			
HPC 28	Foreign Language 2 (Mandarin)	1.75		3			3			
HMPE 21	Bread and Pastry Production	1.25		3			3			
PE 4	Physical Education 4	1.00		2			2			
<b>REMARKS:</b> Graduated in the Two-year title Associate in Hospitality Management as of April 10, 2015 under Special Order No. 40-343201-114, s. 2015 dated May 12, 2015 in this College										
First Semester, SY 2015-2016: Page: _____ No.: _____ Degree: _____										
CON 31	The Contemporary World	2.00		3	3					
HMPE 22	Food Styling and Design	1.75		3			3			
HMPE 23	Oenology (making of wines and spirits)	2.25		3			3			
BME 11	Operations Management in Tourism & Hospitality Industry	3.00		3			3			
THC 16	Professional Development and Applied Ethics	1.25		3			3			
THC 17	Tourism and Hospitality Marketing	1.50		3			3			
Second Semester, SY 2015-2016: Page: _____ No.: _____ Degree: _____										
BME 21	Strategic Management in Tourism and Hospitality	2.00		3			3			
THC 18	Legal Aspects in Tourism and Hospitality	3.00		3			3			
THC 19	Multicultural Diversity in Workplace for the Tourism Professionals	2.25		3			3			
HPC 29	Ergonomics & Facilities Planning for the Hospitality Ind.	2.50		3			3			
HMPE 24	Classical French Cuisine	1.75		3			3			
First Semester, SY 2015-2016: Page: _____ No.: _____ Degree: _____										
HMPE 25	Food and Beverage Cost Control	3.00		3			3			
HPC 10	Research in Hospitality	3.00		3			3			
ARTS 41	Art Appreciation	2.00		3	3					
First Semester, SY 2015-2016: Page: _____ No.: _____ Degree: _____										
Practicum	Hospitality Industry Immersion (600 hours)	1.25		6			6			
<i>nothing follows</i>										
<b>TOTAL</b>				<b>137</b>	<b>21</b>	<b>9</b>	<b>57</b>	<b>27</b>	<b>17</b>	<b>6</b>
<b>TOTAL UNITS</b>				<b>137</b>						

NSTP Serial No. **NSTP-01-2345-15**

**CERTIFICATION**

This is to certify that the foregoing records of **DELOS REYES, MARC KRISTIAN Velasquez** have been verified by us, and that as per our evaluation, he/she met all the requirements for graduation. True copies of the official records substantiating the same are in our files.

This is to further certify that this student is enrolled in this institution of the current school year.

**MARY GRACE ANA T. DE VERA-AQUINO, PhD**  
Registrar

**FRANCISCO ANGELO T. DE CASTRO, DHM**  
Dean/Department Head

Prepared by: **MARCO CARLO S. GUTIERREZ**  
Records Staff



II. Name of Candidate

<small>LAST NAME</small>		<small>FIRST NAME</small>		<small>MIDDLE NAME</small>					
Age	Sex:	Nationality:		Civil Status:					
<b>TOTAL UNITS</b>						0			
<b>SUMMARY OF UNITS EARNED</b>							0	0	0

**CERTIFICATION**

I hereby certify the foregoing records of \_\_\_\_\_ 0 \_\_\_\_\_ have been verified by us, and that as per evaluation, he/she met all the requirements for graduation; true copies of the official records substantiating same are kept in the files of the school.

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Dean/Department Head

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

ANNEX B2

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

RECORDS OF CANDIDATES FOR GRADUATION

I. Name of School **ST. ALBERT UNIVERSITY**  
Address: **Rizal Avenue, Vigan City, Ilocos Sur**

II. Name of Candidate **VILLARUZ, MARY GRACE Dela Torre**  
LAST NAME FIRST NAME MIDDLE NAME  
 Age **24** Sex: **Female** Nationality: **Filipino** Civil Status: **Married**  
 Date of Birth **AUGUST 18 1997** Place of birth: **Ilocos Sur**  
MONTH DATE YEAR  
 Guardian/Spouse: **Mr. ABRAHAM T. VILLARUZ**  
 Complete Address: **12 Gonzales Apartment, Burgos Street, Vigan City, Ilocos Sur**  
HOUSE NO. BUILDING STREET BARANGAY CITY/MUNICIPALITY PROVINCE

III. CANDIDATE FOR (DEGREE): **MASTER OF ARTS IN EDUCATION**  
 major in: **Science Education**  
 Date of Graduation: **March 14 2022**  
MONTH DATE YEAR

SCHOLASTIC RECORDS		FINAL RATING	RE-EXAM	CREDITS	1. FOUNDATION COURSES	2. MAJOR COURSES	3. COGNATES	4. INSTITUTIONAL COURSES	5. THESIS WRITING
COURSE CODE	COURSE TITLE								
ENTRANCE DATA: Graduated in the four-year degree, Bachelor of Secondary Education major Science as of April 10, 2019 under Special Order No. 50-343201-114, s. 2019 dated May 12, 2019 at the Virgen Milagrosa University Foundation, San Carlos City, Pangasinan									
First Semester, SY 2017-2018: Page: _____ No.: _____									
EDF 101	Philosophical Foundations of Education	1.25		3	3				
EDF 102	Educational Research	1.00		3	3				
EDF 103	Educational Statistics	1.25		3	3				
Second Semester, SY 2017-2018: Page: _____ No.: _____									
EDF 104	Professional Growth and Ethics for Teachers	1.50		3	3				
EDF 105	Educational Management	1.25		3	3				
SED 201	Selected Topics in Biology	1.00		3		3			
Summer 2018									
SED 202	Selected Topics in Environment and Earth Sciences	1.00		3		3			
SED 203	Selected Topics in Physics	1.25		3		3			
THEO 350	The Bible and Sacred Scriptures	1.25		3				3	
First Semester, SY 2018-2019: Page: _____ No.: _____									
SED 204	Selected Topics in Chemistry	1.25		3		3			
SED 205	Selected Topics in Astronomy	1.50		3		3			
COG 301	Curriculum Dev't. & Materials Preparation for Science Teaching	1.50		3			3		
Second Semester, SY 2018-2019: Page: _____ No.: _____									
COG 302	Modern Trends and Directions in Science Curricula & Instructions	1.50		3			3		
THEO 351	Church History	1.25		3				3	
<i>more on page 2</i>									



II. Name of Candidate **VILLARUZ, MARY GRACE Dela Torre**

Age 24 Sex: Female Nationality: Filipino Civil Status: Married

Summer 2019									
SETW 401	Thesis Writing	IP		0					0
First Semester, SY 2019-2020: Page: _____ No.: _____									
SETW 401	Thesis Writing	1.25		6					6
	<b>Thesis Title: "Computer-based Instruction as a Form of Differentiated Instruction in a Traditional, Teacher-led, Low-Income, High School Biology Classroom"</b>								
	<i>nothing follows</i>								
	<b>TOTAL UNITS</b>				<b>48</b>				
	<b>SUMMARY OF UNITS EARNED</b>					<b>15</b>	<b>15</b>	<b>6</b>	<b>6</b>

**CERTIFICATION**

I hereby certify the foregoing records of VILLARUZ, MARY GRACE Dela Torre have been verified by us, and that as per evaluation, he/she met all the requirements for graduation; true copies of the official records substantiating same are kept in the files of the school.

**BERNARDO F. FRANCISCO, MDM**  
Registrar

**ELEANOR SANDRA D. SANTIAGO, EdD**  
Dean/Department Head

Prepared by: **MARCO CARLO S. GUTIERREZ**  
Records Staff

SAMPLE

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

RECORDS OF CANDIDATES FOR GRADUATION

I. Name of School **HORACIO DE GUZMAN UNIVERSITY**  
Address: **Bonifacio Street, Dagupan City, Pangasinan**

II. Name of Candidate **QUILATES, ANDREW BERNARD Prado**  
LAST NAME FIRST NAME MIDDLE NAME  
 Age **30** Sex **Male** Nationality: **Filipino** Civil Status: **Married**  
 Date of Birth **January 29 1992** Place of birth: **Pangasinan**  
MONTH DATE YEAR  
 Guardian/Spouse: **Mrs. MELINDA G. QUILATES**  
 Complete Address: **12 Bonuan Binloc, Dagupan City, Pangasinan**  
HOUSE NO. BUILDING STREET BRANCHWAY CITY/MUNICIPALITY PROVINCE

III. CANDIDATE FOR (DEGREE): **DOCTOR OF PHILOSOPHY IN DEVELOPMENT EDUCATION**

major in: **Educational Administration**

Date of Graduation: **March 14 2022**  
MONTH DATE YEAR

COLLEGE RECORDS		FINAL RATING	RE-EXAM	CREDITS	1. FOUNDATION COURSES	2. MAJOR COURSES	3. COGNATES	4. INSTITUTIONAL COURSES	5. DISSERTATION WRITING
COURSE CODE	COURSE TITLE								
ENTRANCE DATA: Graduated in the degree Master of Arts Education major Science Education as of April 10, 2017 under Special Order No. 80-343201-114, s. 2017 dated April 10, 2017 at the University of Pangasinan, Dagupan City, Pangasinan									
First Semester, SY 2017-2018: Page: _____ No.: _____									
PHED 101	Philosophy of Education	1.00		3	3				
PHED 102	Contemporary Perspectives on Educational Leadership	1.50		3	3				
PHED 103	Comparative Education	1.00		3	3				
Second Semester, SY 2017-2018: Page: _____ No.: _____									
PHED 104	Methods of Research 1 (Quantitative Research)	1.25		3	3				
EDMT 201	Management of Curriculum and Instruction	1.00		3		3			
EDMT 202	School Resources Management	1.00		3		3			
Summer 2018									
PHED 105	Methods of Research 2 (Qualitative Research)	1.50		3	3				
PHED 106	Advanced Educational Statistics with Computer Application	1.25		3	3				
EDMT 203	Organizational Development	1.25		3		3			
First Semester, SY 2018-2019: Page: _____ No.: _____									
EDMT 204	Educational Laws	1.00		3		3			
EDMT 205	Strategic Management for School Development	1.25		3		3			
MTC 301	Communication in Educational Management	1.25		3			3		
Second Semester, SY 2018-2019: Page: _____ No.: _____									
EDMT 206	School Physical Plant and Facilities Management	1.00		3		3			
EDMT 207	Management of Student Services	1.00		3		3			
MTC 302	Alternative Education	1.00		3			3		
Summer 2019									
EDMT 208	Management of Research and Community Relations	1.25		3		3			
MTC 303	Perspectives, Trends and Issues in Education	1.25		3			3		
FLC 401	Foreign Language (Mandarin)	1.50		3				3	
First Semester, SY 2019-2020									
DIS 401	Dissertation Writing	IP	-						0
Second Semester, SY 2019-2020									
DIS 401	Dissertation Writing	IP	-						0
<b>more on page 2</b>									

II. Name of Candidate **QUILATES, ANDREW BERNARD Prado**  
LAST NAME FIRST NAME MIDDLE NAME  
 Age 30 Sex: Male Nationality: Filipino Civil Status: Married

Summer 2019									
DIS 401	Dissertation Writing	1.25		6					6
	<i>Dissertation Title: "Going the Distance: A Case Study of One Community College's Journey Across the Digital Divide"</i>								
	<i>nothing follows</i>								
	<b>TOTAL UNITS</b>			<b>60</b>					
	<b>SUMMARY OF UNITS EARNED</b>				<b>18</b>	<b>24</b>	<b>9</b>	<b>3</b>	<b>6</b>

**CERTIFICATION**

I hereby certify the foregoing records of QUILATES, ANDREW BERNARD Prado have been verified by us, and that as per evaluation, he/she met all the requirements for graduation; true copies of the official records substantiating same are kept in the files of the school.

**ELVIRA CRISELDA D. VENTURA, MDA**  
Registrar

**DOLORES ANDREA S. ACOSTA, PhD**  
Dean/Department Head

Prepared by: **NELMIDA F. SINO CRUZ**  
Records Staff

**SAMPLE**

No. (1)	Region (2)	Full Name					Sex (8)	Address of Student						Consistent with CHED database as managed by OPRM-KMD											STATUS OF FS 1. Repatriated and Currently in Home Country 2. Stayed in the Philippines 3. Currently in Home Country (28)				
		Surname (3)	First Name (4)	Extension Name (5)	Middle Name (6)	Date of Birth (mm/dd/yyyy) (7)		Street/Brgy (9)	Municipality/City (10)	Province (11)	Zip Code (12)	Comp. District (13)	Ina code (14)	Full Name of HEI (15)	Type of HEIs (16)	Year Level (17)	Program Level (18)	Discipline Code (19)	Full Title of the Program Enrolled In (do not abbreviate) (20)	Program Major (do not abbreviate) (21)	Status of the Program (Accreditation/CHED Equivalent) (22)	Nationality (23)	Visa Status (visa category) (24)	Authorized Stay (mm/dd/yyyy) (25)		Passport Number (26)	ACR / Immigration Card No. (27)		
1	01-North Luzon	De La Cruz	Juan	Jr.	Santos	08/17/1977	M	Royal Street, Brgy. San Juan	Boqui, Bantay	Ilocos Sur	2727	1st District	1078	Saint Paul College of Ilocos Sur, Inc.	Private	2	50	14	Bachelor of Elementary Education	English	PACUCOA Level II	Korean	9f	12/30/2019	F000001234	123456789	2		
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Prepared by:

Noted and Reviewed by:

Certified Correct:

Signature over printed name  
Position

Signature over printed name/Date  
Registrar

Signature over printed name/Date  
Head of HEI

**INSTRUCTIONS:**  
 Do NOT abbreviate nor use acronym for the course. (e.g., Bachelor of Science in Elementary Education)  
 Please RETAIN e-file in Excel format.  
 Hard copy SHOULD BEAR the signatures of the Coordinator, Registrar and Head of HEI.

## UNEDITED INSTRUCTIONS/GUIDE ON HOW TO FILL OUT THE FORM

1. Use the Sentence Case of letters in all entries (e.g. Crisostomo A. Ibarra)
2. Do not use special characters
3. In the fields of birthdate and/or date, it must be in Arabic Form to write first the day then month then year (e.g. 6/14/1971)
4. Put N/A to the blank fields, if not applicable. Do not leave the corresponding field blank
5. In the field of nationality, please identify if the nationality belongs to the selection of "other", the nationality must be uniform to the nationality indicated in the passport. (e.g. must be Yemeni, not Yemen; Nepalese, not Nepal or Nepali)
6. Write or indicate the full title of the program (e.g. Bachelor of Elementary Education)
7. Write the full name of the Major
8. Please refer to the sample entry in the data fields below:

COLUMN NO.	FIELDNAME	SAMPLE INPUT
1	Sequence	1, 2, 3 (Arabic)
2	Region	01-North Luzon
3	Last Name	De La Cruz
4	First Name	Juan
5	Extension Name	Jr., III, IV
6	Middle Name	Santos
7	Date of Birth	mm/dd/yyyy
8	Sex	M F
9	Street/Brgy.	New Street, Brgy. San Juan
10	Municipality/City	Boquig, Bantay
11	Province	Ilocos Sur
12	Zip Code	2727
13	Cong District	1 <sup>st</sup> District
14	Institutional Code	1021
15	Full Name of HEI	Saint Paul College of Ilocos Sur, Inc.
16	Type of HEIs	SUC LUC Private
17	Year Level	1, 2, 3, 4, 5
18	Program Level	50
19	Discipline Code	14
20	Full Title of the Program Enrolled In. (do not abbreviate)	Bachelor of Elementary
21	Program Major (do not abbreviate)	English
22	Status of the Program	PACUCOA Level II or COE or COD
23	Nationality	Indian Nigerian Korean Yemeni Sudanese Chinese Iranian Eritrean Nepalese Somali American Other + State nationality
24	Visa Status (Visa Category)	9f 9a 9g 47a2 SIRV 9d
25	Authorized Stay	mm/dd/yyyy
26	Passport Number	F000001234SD
27	ACR / Immigration Card Number	123456789
28	STATUS OF FS 1. Repatriated and Currently in Home Country 2. Stayed in the Philippines 3. Currently in Home Country	1

