



OFFICE OF THE UNIVERSITY REGISTRAR  
UNIVERSITY OF THE PHILIPPINES VISAYAS

New Administration Building, UP Visayas, Campus, Miagao 5023, Iloilo  
Telefax: (033) 315-8556 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 – Local 191, 192 & 193  
Email: our.upvisayas@up.edu.ph



\_\_\_\_\_  
(Date)

The Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

We would like to request for the Official Secondary Permanent Record (Form 137) of **MR. / MS.** \_\_\_\_\_ with remarks, **“Graduated and Eligible for Admission to College”** and **“Copy for U.P. Visayas”**.

Please attach a certified true copy of his/her official secondary permanent record from the school/s he/she previously attended, if any.

Furthermore, the bearer of this request is authorized to hand-carry the aforesaid document enclosed in a sealed envelope.

Thank you for your immediate attention on the matter.

Truly yours,

**JOSE A. GO**

University Registrar

First request  
 Second request  
 Third request

————— **THIS SERVES AS OFFICIAL REQUEST** —————