



UNIVERSITY OF THE PHILIPPINES VISAYAS

5023 Miagao, Iloilo, Philippines
Tel. No. (033) 315-85-56
E-mail Address: our @upv.edu.ph



OFFICE OF THE UNIVERSITY REGISTRAR

(Date)

The Principal

Four horizontal lines for address information

(Name of School, Address)

Dear Sir/Madam:

May we request for the Official Secondary Permanent Record (Form 137) of Mr./Ms. (LastName, First Name, Middle Name)

Furthermore, may we request to indicate remarks "Graduated and Eligible for Admission to College" and "Copy for U.P. Visayas" on the aforementioned document. This is also to authorize the bearer to handcarry the aforesaid document enclosed in a sealed envelope.

Thank you for your immediate attention on the matter.

- X First request
Second request
Third request

Truly yours,
JOSE A. GO
University Registrar

THIS SERVES AS OFFICIAL REQUEST.