



**UNIVERSITY OF THE PHILIPPINES VISAYAS
TACLOBAN COLLEGE**
Magsaysay Blvd., Tacloban City
Telefax: (053) 832-2897
E-mail Address: tac-sec.upvisayas@up.edu.ph



Office of the College Secretary

The Principal

Dear Sir/Ma'am:

We would like to request for the **original Secondary Permanent Record (Form 137-A from Grade 7 to Grade 12)** of **Mr./Ms.** _____ with remarks, **"Graduated and Eligible for Admission to College"** and **"Copy for UP Visayas Tacloban College"**

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,

IRMA R. TAN
College Secretary

THIS SERVES AS OFFICIAL REQUEST