CENTRAL PHILIPPINE UNIVERSITY

ILOILO CITY, PHILIPPINES

Procedure:

- 1. Accomplish the completion work report in as many carbon copies as are necessary, i.e. a copy for each Dean concerned and faculty file.
- 2. Submit all copies to the Registrar's Office (students are not allowed to hand carry this report).

 3. Upon receipt of the Dean's Copy, completion grades should be recorded in the Grade Sheet file.

					Date
RE the following is the result	ON THE RE				
or the semester/					
NAME	COURSE/YEAR	COMPLETION MARK	CREDITS EARNED	DATE OF COMPLETION	REMARKS
	x				
Check if the student is	a candidate for gradu	ation)			
Instructor's printed name			Instructor's signature		
Department Chairman's signa	tura avar mintad nama		Doon's	signature over prin	tad nama
epartment Chairman's signal	ture over printed name		Dean's	signature over prin	ted name
eceived by:					
Printed Name over Signature	-				
Date:					