JULIETA M. PARAS, Ed. D., CESE

DIRECTOR IV

CHED-NCR

THRU: FLORDELIZA E. ALVENDIA, DEM

University Registrar

Polytechnic University of the Philippines

Dear Dr. PARAS,

Iam (NAME), a graduate of (COURSE) at the Polytechnic University of the Philippines, (DATE OF GRADUATION).

As per CHED Memorandum Order (CMO) no. 17 S. 2013, regarding Issuance of CAV for school

Documents shall be done by the State Universities and Colleges’ Higher Education Institution.

However as per Section 7 CMO no. 17, “In case where in the agency or company requested

Verification of school documents of the applicant, the request will be evaluated meritoriously

And will treated as special case.”

In line with this, may I seek your consideration for the request of the Certification,

Authentication and Verification of my documents for (PURPOSE nyo san siya gagamitin).

Thank you.

Respectfully yours,

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

(PRINTED NAME AND SIGNATURE – name nyo lang po at pirma sa taas ng printed name)