



Republika ng Pilipinas  
Republic of the Philippines  
Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan,  
Technical Education and Skills Development Authority  
Rehiyon XIII  
Region XIII



# Holy Child Colleges of Butuan

Founded 1998

Pinatutunayan nito na si  
This is to certify that

Nakatapos ng kurso sa  
Completed the course in

**Claros C. Orcullo**  
**Two-Year Computer Secretarial**

ay kasiya-siyang  
has satisfactorily

sa pangangasiwa ng  
under the supervision of

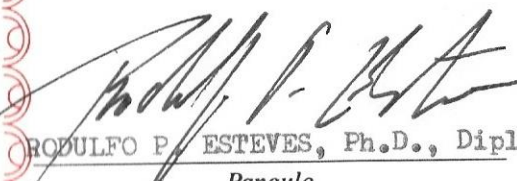
Rehiyon XIII na itinakda ng Pangasiwaan sa Edukasyon Teknikal at Pagpapaunlad ng Kasanayan  
the Region XIII as prescribed by the Technical Education and Skills Development Authority  
ng Republika ng Pilipinas, kaya may karapatan siyang tumanggap nitong  
of the Republic of the Philippines and is hereby granted this

## Diploma

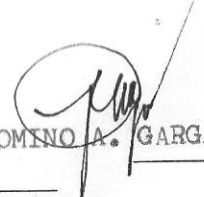
Nilagdaan sa Lungsod ng Butuan, Pilipinas, ngayong ika Labing Walo ng Marso, 2008  
Signed at Butuan City, Philippines, this 18th of March, 2008



Cogito Ergo Sum

  
RODOLFO P. ESTEVES, Ph.D., Diplomate IABMCP  
Pangulo  
President

Authorized under Special Order No. 1602-NTR-0006  
S-2021 Date April 5, 2021

  
FELOMINO A. GARGAR, Ed.D., Diplomate IABMCP  
Dekano ng Kolehiyo  
Dean of College





**Special Order Form**

Caraga Region XIII  
**Agusan del Norte Provincial Office**  
Capitol Compound, Butuan City

April 05, 2021

**SPECIAL ORDER**  
**No. 1602-NTR-0006-2021**

On the basis of the records submitted by Holy Child Colleges of Butuan, Inc., pertaining to the eligibility for graduation of the following student, as of March 18, 2008, and upon satisfactory completion of the Two-Year Computer Secretarial, This Special Order is hereby given and made a matter of record:

**ORCULLO , Claros C.**  
Valid for one (1) Learner only

The approval of the candidate for graduation is automatically cancelled if/he/she does not complete the requirements of the program upon the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

The approval is valid for March 18, 2008

**(NOT VALID WITHOUT SEAL OR  
WITH ERASURE OR ALTERATION)**

Program Status Verified by: \_\_\_\_\_  
Enrolment Verified by: \_\_\_\_\_  
Evaluated by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

*THIS Special Order*  
IS A XEROXED COPY OF THE  
ORIGINAL DOCUMENT AND IS  
VALIDATED BY IMPRESSION  
SEAL AND ACTUAL SIGNATURE.

*Rodolfo P. Estevés*  
RODOLFO P. ESTEVES, Ph.D., Diplomate IABMUP  
FOUNDER/PRESIDENT

**REY M. CUEVA**  
Provincial Director





2<sup>nd</sup> St., Guingona Subd., Butuan City, Philippines 8600  
 Tel. Nos.: (085) 342-3975 • (085) 341-7172  
 Telefax No.: (085) 342 - 3975 • (085) 225-6872  
 Email Address: hccb.school@gmail.com  
 Website: www.hccb.edu.ph



## OFFICE OF THE REGISTRAR

### OFFICIAL TRANSCRIPT OF RECORDS

Name: ORCULLO, CLAROS COLETE	Sex : M Nationality: Filipino
Date of Birth: April 20, 1986	Place of Birth: Marhatag, Surigao del Sur
City Address: 2 <sup>nd</sup> St., Guingona Subd., Brgy. JP Rizal, Butuan City	Prov'l Address: P5 Antipolo, Marhatag, Surigao del Sur
Parent or Guardian: Mr. & Mrs. Clarito Orcullo	Address: P5 Antipolo, Marhatag, Surigao del Sur
Elementary Grades Completed at: Antipolo Elem. School	Year: 1999
Secondary Course Completed at: Marhatag Agricultural High School	Year: 2005
Basis of Admission (Credentials): Report Card	
Date of Entrance: June 2006	Date of Graduation: March 18, 2008
Special Order No. 1602-NTR-0006-2021	Date: April 5, 2021

#### COURSE: TWO- YEAR COMPUTER SECRETARIAL COURSE

Subject No.	DESCRIPTIVE TITLE OF COURSES	GRADES			CREDITS
		FINAL	Lec/Lab	Completion	
	<b>HOLY CHILD COLLEGES OF BUTUAN - Butuan City</b>				
	<b><u>First Semester, 2006-007</u></b>				
Type 1	Fundamentals of Typewriting	2.00			3
Engl 1	Communication Skills 1	2.30			3
Sec Ed 1	Personality Development & Pub Rel	2.60			3
Soc Sci 1	General Psychology	2.40			3
CS 1	Computer Software Operation	1.30			3
PE 1	Self-testing Activities	2.20			2
NSTP 1	Civic Welfare Training Service 1	2.30			3
	<b><u>Second Semester 2006-2007</u></b>				
SecEd 2	Office Practice 1	2.80			3
Engl 2	Communication Skills 2	3.00			3
Soc Sci 2	Philippine History	2.20			3
Math 1	College Algebra	3.00			3
PE 2	Rhythmic Activities	3.00			2
NSTP 2	Civic Welfare Training Service 2	2.30			3
	<b><u>NSTP- CWTS Serial Number C-16-004382-07</u></b>				
	<b><u>First Semester, 2007-2008</u></b>				
Steno 1	Fundamentals of Stenography	2.80			5
Fil 1	Sining ng Pakikipagtalastasan	2.80			3
SecEd 3	Office Practice 2	2.20			3
Acctg 1	Fundamentals of Acctg	1.00			6
Pol Sci 1	Phil Gov.t & the New Const	1.20			3
Prac 1	Clerical Training 1-200 hours	1.70			2
C/Ed 3	Input/data Encoding	1.70			3
Engl 3	Speech & Oral Communication	3.00			3
PE 3	Games & Sports	3.00			2
	<b><u>Second Semester 2007-2008</u></b>				
Engl 4	Effective Writing	1.70			3
Soc Sci 3	Rizal's Life, Works & Writings	2.10			3
Prac 2	Clerical Training II-200 hours	1.70			2
C/Ed 4	Spreadsheet	1.30			5
Sec Ed 4	Office Practice 3	2.50			3
Acctg 2	Partnership & Corporate Accounting	1.50			6

REMARKS: next page please

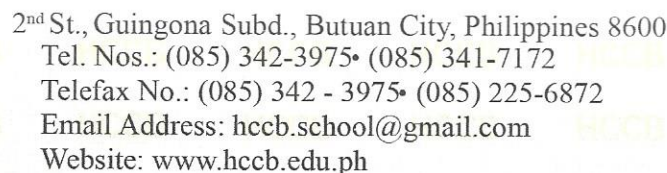
Page 1

COPY GOOD FOR:

#### GRADING SYSTEM

100-1.0; 98.75-99=1.1; 97.5-98.74=1.2; 96.25-97.49= 1.3; 95.00-96.24=1.4; 93.75-94.99=1.5; 92.5-93.74=1.6; 91.25-92.49=1.7;  
 90.00-91.24=1.8; 88.75-89.99=1.9; 87.5-88.74=2.0; 86.25-87.49=2.1; 85.00-86.24= 2.2; 83.75-84.99=2.3; 82.5-83.74=2.4;  
 81.25-82.49= 2.5; 80.00-81.24=2.6; 78.75-79.99= 2.7; 77.5-78.74= 2.8; 76.25-77.49= 2.9; 75.00-76.24=3.0; 73.75-74.99=3.1;  
 72.5-73.74=3.2; 71.25-72.49=3.3; 70.00-71.24=3.4; 68.75-69.99=3.5; 67.5-68.74=3.6; 66.25-67.49=3.7; 65.00-66.24=3.8;  
 63.75-64.99=3.9; 62.5-63.74=4.0; 61.25-62.49=4.1; 60.00-61.24=4.2; 58.75-59.99=4.3; 57.5-58.74=4.4; 56.25-57.49=4.5;  
 55.00-56.24=4.6; 53.75-54.99=4.7; 52.5-53.74=4.8; 51.25-52.49=4.9; 50.00-51.24=5.0; 48.75-49.99=5.1;  
 47.5-48.74=5.2; 46.25-47.49=5.3; 45.00-46.24=5.4; 43.75-44.99=5.5; 42.5-43.74=5.6; 41.25-42.49=5.7;  
 40.00-41.24=5.8; 38.75-39.99=5.9; 37.5-38.74=6.0; 36.25-37.49=6.1; 35.00-36.24=6.2; 33.75-34.99=6.3;  
 32.5-33.74=6.4; 31.25-32.49=6.5; 30.00-31.24=6.6; 28.75-29.99=6.7; 27.5-28.74=6.8; 26.25-27.49=6.9;  
 25.00-26.24=7.0; 23.75-24.99=7.1; 22.5-23.74=7.2; 21.25-22.49=7.3; 20.00-21.24=7.4; 18.75-19.99=7.5;  
 17.5-18.74=7.6; 16.25-17.49=7.7; 15.00-16.24=7.8; 13.75-14.99=7.9; 12.5-13.74=8.0; 11.25-12.49=8.1;  
 10.00-11.24=8.2; 9.00-10.00=8.3; 8.00-9.00=8.4; 7.00-8.00=8.5; 6.00-7.00=8.6; 5.00-6.00=8.7;  
 4.00-5.00=8.8; 3.00-4.00=8.9; 2.00-3.00=9.0; 1.00-2.00=9.1; 0.00-1.00=9.2







# HOLY CHILD COLLEGES OF BUTUAN

2<sup>nd</sup> St., Guingona Subdivision  
Brgy. JP Rizal, Butuan City

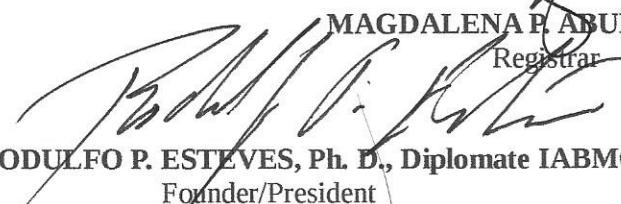
## CERTIFICATE OF HONORABLE DISMISSAL

### TO WHOM IT MAY CONCERN:

This is to certify that **CLAROS C. ORCULLO** a graduate of the **College of Information & Communication Technology** of this school for the Second Semester, School Year **2007-2008** has been granted **HONORABLE DISMISSAL**, effective today **March 25, 2021**.

His/her Official Transcript of Records will be forwarded only to the school requesting for it upon receipt of the request form below duly accomplished.



  
**MAGDALENA P. ABULENCIA**  
Registrar  
**RODULFO P. ESTEVES, Ph. D., Diplomate IABMCP**  
Founder/President

Return the lower portion to us

### RETURN SLIP

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

The Registrar  
**HOLY CHILD COLLEGES OF BUTUAN**  
2<sup>nd</sup> St. Guingona Subdivision  
Brgy. JP Rizal, Butuan City 8600

Sir/Madam:

Mr./Ms. **CLAROS C. ORCULLO** has applied for enrollment in our school, Please furnish us his/her record to:

\_\_\_\_\_  
(NAME OF SCHOOL)

\_\_\_\_\_  
(ADDRESS OF SCHOOL)

\_\_\_\_\_  
(Request by)

\_\_\_\_\_  
Designation

Course: ComSec Grad  
S.Y. 2007-08





## Holy Child Colleges of Butuan

2<sup>nd</sup> St., Guingona Subd., Butuan City, Philippines

Tel No.: (085) 342-3975

Telefax No.: (085) 342-3975/ 225-6872

www.hccb.edu.ph

E-mail: hccb.school@gmail.com

Member: Philippine Association of Colleges & Universities (PACU)

### CERTIFICATE OF GOOD MORAL CHARACTER

To Whom It May Concern:


This is to certify that **CLAROS C. ORCULLO** a graduate of Two Year Computer Secretarial Course on **March 18, 2008**.

During the entire period of his/her schooling in this college, Mr./Ms. **CLAROS C. ORCULLO** has never been involved in any case of moral turpitude. He/She has never been reported, much less, caught violating any and all school policies, rules and regulations.

This certifies that he /she is regarded to be a person of good moral character.

This certification is being issued upon request this 25th day of March 2021.

MAGDALENA ABULENCIA  
Registrar

  
RODULFO P. ESTEVES, Ph.D., Diplomate IABMCP  
Founder/President

Not Valid  
Without the  
School Seal

Republic of the Philippines  
Province of Agusan del Norte  
**PROVINCIAL AGRICULTURIST OFFICE**  
Capitol, Butuan City



*awards this*

# **Certificate of Completion**

*to*

**CLAROS C. ORCULLO**

*for having satisfactorily completed the **400-HOUR ON-THE-JOB TRAINING**  
from August 24, 2007 to February 29, 2008 at the Provincial Agriculturist Office,  
Provincial Local Government Unit of Agusan del Norte, Capitol, Butuan City.*

*Given this 7<sup>th</sup> day of March, 2008 at PAO, Capitol, Butuan City*

  
**ALVIN P. ACLAN**

*Supervising Agriculturist  
Administrative Officer - Designate*

  
**MARIA H. ABASTILLAS**  
*Provincial Agriculturist*





REPUBLIKA NG PILIPINAS  
KAGAWARAN NG EDUKASYON  
CARAGA ADMINISTRATIVE REGION  
DIBISYON NG SURIGAO DEL SUR  
**MARIHATAG AGRICULTURAL HIGH SCHOOL-ANNEX**  
Antipolo, Marihatag, Surigao del Sur



*Pinatunayan nito na si*

**Claros C. Orcullo**

*Maluwalhatian nakatapos ng kurso sa Sekundarya na itinakda  
para sa paaralang Sekundarya ng Kagawaran ng  
Edukasyon kaya pinagkalooban siya nitong*

**Katibayan**

*Nilagdaan sa Antipolo, Marihatag, Surigao del Sur,  
Pilipinas ngayong ika 11 ng Abril, 2005.*



*FE C. Valeros*  
**FE C. VALEROSO, CESO VI**  
TAGAPAMANIHALA

*A. Fazon*  
**ADELA C. FAZON**  
PUNONG GURO

*Ernie C. Benguillo*  
**ERNIE C. BENGUILLO**  
MAHS-ANNEX TIC