

Greetings!

I am writing this letter regarding my Certificate of Grade Points Taken, which is required for my application for admission.

To provide some context, I graduated from Palawan State University, but I am currently in Manila seeking job opportunities and searching for a university that can cater to my knowledge needs.

While browsing through the top-tier universities in the country, Central Luzon State University caught my attention. I had already prepared all my important documents, such as my OTR, Birth Certificate, and Diploma, in anticipation of this application. However, upon reviewing the admission requirements on CLSU's admission portal, I realized that I had overlooked the preparation of the Certificate of Grade Points Taken during my time in Palawan.

I have already reached out to my family and friends in Palawan, requesting the aforementioned document. However, the Palawan State University Registrar's Office is unable to provide the document before the admission and DOST scholarship application deadline.

Therefore, I would like to request support from your office to consider my application for admission while I continue to pursue the acquisition of the Certificate of Grade Points Taken.

Moreover, I have included in this file the encoded Course Codes, Final Grades, and Computed GPA using an Excel Spreadsheet, along with a scanned copy of my OTR. While this serves as a temporary substitute for my Certificate of Grade Points Taken, I am fully committed to submitting the official document before July 10, 2023.

I sincerely pray that you will give this matter your attention. Thank you, and may God bless you!

Respectfully,

  
PRINCE JOBETH N. CABAYA CRUZ

<b>Course Code</b>	<b>GRADES FINAL</b>	<b>UNITS</b>	<b>GRADES FINAL x No. of Units</b>	
GE-UTS	1.50	3	4.5	
GE-PC	2.50	3	7.5	
ED 1	2.00	3	6	
PATH FIT	1.25	2	2.5	
MATH 1	1.25	3	3.75	
MATH 2	2.00	3	6	
ED 2	1.75	3	5.25	
GE-PH	1.75	3	5.25	
MATH 4	2.00	3	6	
GE-LWR	2.50	3	7.5	
ED 4	1.75	3	5.25	
GE-MMW	1.75	3	5.25	
ED-3	2.00	3	6	
GE-ET	2.00	3	6	
MATH 3	1.75	3	5.25	
PATH FIT 2	1.25	2	2.5	
GE-ES	1.25	3	3.75	
GE-STIS	1.50	3	4.5	
MATH 7	2.00	4	8	
MATH 5	2.00	3	6	
MATH 9	1.50	3	4.5	
MATH 6	1.75	3	5.25	
MATH 8	1.75	3	5.25	
PATH-FIT 3	1.75	2	3.5	
GE-ELECT PPC	1.75	3	5.25	
ED 5	1.75	3	5.25	
PATH FIT 4	1.25	2	2.5	
MATH 10	1.50	3	4.5	
MATH 11	2.00	3	6	
GE-AA	1.25	3	3.75	
ED 6	1.50	3	4.5	
GE ELECT EM	1.50	3	4.5	
MATH 12	1.75	3	5.25	
MATH 13	1.75	4	7	
MATH 15	1.25	3	3.75	
NSTP 1	2.25	3	6.75	
MATH 14	2.50	3	7.5	
MATH 16	1.75	3	5.25	
ED 9	1.50	3	4.5	
ED 7	1.75	3	5.25	
ED 10	1.25	3	3.75	
MATH 19	1.25	3	3.75	
NSTP 2	2.00	3	6	

FS 1	1.50	3	4.5	
MATH 18	1.75	3	5.25	
MATH 20	1.25	3	3.75	
ED 8	1.50	3	4.5	
MATH 17	2.00	3	6	
FS 2	1.50	3	4.5	
GE PS	2.00	3	6	
ED 11	1.25	3	3.75	
GE CW	1.75	3	5.25	
ED 12	2.50	3	7.5	
FS 3	1.00	6	6	
<b>Total</b>		<b>163</b>	<b>277.25</b>	<b>1.70092</b>

Computed GPA=1.70092





Republic of the Philippines  
**Palawan State University**  
 Office of the University Registrar  
 Puerto Princesa City

# Official Transcript of Records

Name: **CABAYA CRUZ, PRINCE JOBETROH NICOR**  
 Address: **Typolo Village, Bgy. San Manuel, Puerto Princesa City, Palawan**  
 Date of Birth: **March 12, 2000**  
 Place of Birth: **Puerto Princesa City**  
 Parent or Guardian: **Mr. & Mrs. Rommel E. Cabaya Cruz**

Date of Admission: **1st Semester SY, 2018-2019**  
 Date of Graduation: **July 17, 2022**  
 Degree/Course: **Bachelor of Secondary Education**  
 Major: **Mathematics**  
 High School/Year: **San Jose National High School - 2017-2018**

UNIVERSITY SESSION	COURSE NUMBER	DESCRIPTIVE TITLE	GRADES FINAL	RE-EXAM	UNITS	REMARKS
1st Sem. 2018-2019	GE- UTS	Understanding the Self	1.5		3	
	GE-PC	Purposive Communication	2.5		3	
	Ed-1	The Child and Adolescent Learners and Learning Principles	2.0		3	
	PATH-Fit 1	Movement Enhancement	1.25		2	
	Math- 1	History of Mathematics	1.25		3	
	Math-2	College & Advanced Algebra	2.0		3	
2nd Sem. 2018-2019	Ed-2	Facilitating Learner-Centered Teaching	1.75		3	
	GE -PH	Readings in Philippine History	1.75		3	
	Math - 4	Plane & Solid Geometry	2.0		3	
	GE-LWR	Life and Works of Rizal	2.5		3	
	Ed-4 (TTL1)	Technology for Teaching and Learning 1	1.75		3	
	GE-MMW	Mathematics in the Modern World	1.75		3	
	Ed-3	Building and Enhancing New Literacies Across the Curriculum	2.0		3	
	GE-ET	Ethics	2.0		3	
	Math-3	Logic & Set Theory	1.75		3	
	PATH-Fit 2	Fitness Exercises	1.25		2	
	GE - ES	Environmental Science	1.25		3	
	GE-STG	Science, Technology and Society	1.5		3	
1st Sem. 2019-2020	Math - 5	Calculus 1 with Analytic Geometry	2.0		4	
	Math- 9	Trigonometry	2.0		3	
	Math- 6	Mathematics of Investment	1.5		3	
	Math- 8	Elementary Statistics & Probability	1.75		3	
	Math- 8	Number Theory	1.75		3	
	PATH-FIT 3	Dance and Sports	1.75		2	
	GE-Elect. PPC	Philippine Popular Culture	1.75		3	
	Ed-5	The Teacher and the School Curriculum	1.75		3	
	PATH-Fit 4	Recreation	1.25		2	
	Math- 10	Modern Geometry	1.5		3	
	Math 11	Linear Algebra	2.0		3	
	GE-AA	Art Appreciation	1.25		3	
2nd Sem. 2019-2020	Ed 6.	The Teacher and the Community, School Culture and Organizational Leadership	1.5		3	
	GE-Elect. EM	The Entrepreneurial Mind	1.5		3	
	Math 12	Advanced Statistics	1.75		3	

REMARKS : x-x-x more on page 2 x-x-x

## GRADES AND EQUIVALENTS

1.0	98-100	Excellent	4.0	Condition
1.25	95-97	Excellent	Inc	Incomplete
1.5	92-94	Highly Satisfactory	5.0	Failed
1.75	89-91	Highly Satisfactory	W	Withdrawn
2.0	86-88	Satisfactory	NC	No Credit
2.25	83-85	Satisfactory	OD	Officially Dropped
2.5	80-82	Fairly Satisfactory	UD	Unofficially Dropped
2.75	77-79	Fairly Satisfactory		
3.0	75-76	Passed		

Credits: One unit of credit is one hour lecture or recitation, or two to three hours of laboratory, each week for the period of a complete semester.  
 NOTE: This copy is an exact reproduction of his/her transcript on file with this office and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the Registrar. Any erasure or alteration on this copy renders the whole transcript invalid.

Prepared by: **REALYN J. TABANG**

Date: **September 28, 2022**

Checked by: **JOSEFINA B. CERVANTES**

Date: **September 28, 2022**

Issued by: **J. ARMENTO**

Date: **October 5, 2022**

**CARLOS ALFONSO C. SALVADOR, Ph.D.**

University Registrar

NOT VALID  
WITHOUT  
UNIVERSITY SEAL





Republic of the Philippines  
Palawan State University  
Office of the University Registrar  
Puerto Princesa City

## Official Transcript of Records

Name: CABAYA CRUZ, PRINCE JOBETROH NICOR

Date of Admission: 1st Semester SY, 2018-2019

Address: Typolo Village, Bgy. San Manuel, Puerto Princesa City, Palawan

Date of Graduation: July 17, 2022

Date of Birth: **March 12, 2000**

**Degree/Course:** Bachelor of Secondary Education

Place of Birth: Puerto Princesa City

Major: Mathematics

Parent or Guardian: Mr. & Mrs. Rommel E. Cabaya Cruz

High School/Year: **San Jose National High School - 2017-2018**

[illegible]

REMARKS : GRADUATED with the degree of Bachelor of Secondary Education (BSED) on July 17, 2022 as approved by the Board of Regents of this University under Res. No. 20, S. 2022.

## GRADES AND EQUIVALENTS

1.0	98-100	Excellent	4.0	Condition
1.25	95-97	Excellent	Inc	Incomplete
1.5	92-94	Highly Satisfactory	5.0	Failed
1.75	89-91	Highly Satisfactory	W	Withdrawn
2.0	86-88	Satisfactory	NC	No Credit
2.25	83-85	Satisfactory	OD	Officially Dropped
2.5	80-82	Fairly Satisfactory	UD	Unofficially Dropped
2.75	77-79	Fairly Satisfactory		
3.0	75-76	Passed		

**Credits:** One unit of credit is one hour lecture or recitation, or two to three hours of laboratory, each week for the period of a complete semester.

**NOTE:** This copy is an exact reproduction of his/her transcript on file with this office and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the Registrar. Any erasure or alteration on this copy renders the whole transcript invalid.

Prepared by: REALYN J. TABANG

Date: September 28, 2022

Checked by: JOSEFINA B. CERVANTES

Date: September 28, 2022

Issued by:

Date:

CARLOS ALFONSO C. SALVADOR, Ph.D.

University Registrar