

January 23, 2026

**UNIVERSITY REGISTRAR'S OFFICE**

Cebu Institute of Technology – University  
N. Bacalso Ave., Cebu City, Philippines 6000

Attention: Engr. Ma. Soccoro B. Chua, MBMM  
OIC, University Registrar's Office

Re: Notice of Reschedule for Transcript of Records and Certificate of Transfer  
Credentials

Dear Engr. Chua:

Last visit to your office, I had contracted with you an Enrollment Waiver for Transferees, to which CTC and TOR were indicated and is due today. However, both Certificate of Transfer Credentials (CTC) and Original Transcript of Records (TOR) your office requires for my enrolment had been "**RESCHEDULED**" by the Registrar's Office of University of Cebu at Pardo and Talisay, Inc., due to "[sic] delays in the release of grades". I have enclosed the Claim Slip re-issued to me herein this document.

May the reschedule of my claim for my TOR and CTC not void my enrollment by reason of such circumstances, not within my control nor could have foreseen and prevented.

I thank you for your kind cooperation and understanding on this matter.

Very truly yours,

**STEPHEN CHRISTIAN M. MAGSAYO**  
BSCpE Student

Encl. Claim Slip