



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY

Bacolor | Lubao | Mexico | Porac | Santo Tomas | Apalit | Candaba

OFFICE OF THE UNIVERSITY REGISTRAR

Tel. No. (045) 459 – 8050 local 147

The Registrar

Dear Sir/Madam:

I have the honor to request for the original copy of Transcript of Records/Permanent Records (Form 137-A / School Form 10) of _____ who has been admitted in this University upon presentation of his/her Report Card during the collegiate/academic year _____. May I further request to indicate remarks **“Copy for Don Honorio Ventura State University”** only.

Your urgent attention on this matter will be highly appreciated.

Very truly yours,

DOLORES D. MALLARI, Ph.D.
University Registrar

_____ 1st Request
_____ 2nd Request
_____ Mail
_____ Please entrust form to bearer