Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
OPEN UNIVERSITY SYSTEM

OUSR_FORM No. 5, Rvsd. Jun2017

COMPLETION FORM

PROGRAM:

☐ BSEnt ☐ BABRC ☐ PBDIT ☐ MIT ☐ NTSP/ETEEAP
☐ MC ☐ MEM ☐ MSCM ☐ MPA

For: **REGISTRAR AND ADMISSION OFFICER**

I hereby request that _____ (**Student Number**), _____ **LAST NAME**, _____ **FIRST NAME**, _____ **M.I.**

SUBJECT CODE	**SUBJECT TITLE**	**TERM**	**CENTER**

/__/FIRST /__/SECOND /__/SUMMER, SCHOOL YEAR_____-_____.

☐ who has **NO GRADE** in the gradesheet/s and be given a final grade of _____ : _____ units

☐ who has completed all the requirements and be given a final grade of _____ : _____ units

☐ whose name was **OMITTED** in the gradesheet/s and be given a final grade of _____ : _____ units

☐ whose name in the gradesheet/s be corrected:

From: _____
Surname First Name M.I.

To: _____
Surname First Name M.I.

_____
Signature above printed name of Course Specialist

APPROVED by the Program Chair: _____

RECEIVED by the Office of the Registrar and Admission: _____

4th Flr. NALLRC Bldg. PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 3100409; (Trunk Line) 7167832 local 325;
website: www.pup.edu.ph email: ousregistrar@pup.edu.ph