

S.O. Form

LETTERHEAD OF THE SCHOOL

Date

The Regional Director
Commission on Higher Education
Region ____
Address

Sir/Madam:

Submitted herewith with our favorable recommendation for graduation upon satisfactory completion of the course leading to the degree of _____ as of (month and year) are the records of the following candidates:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

(Valid for ____ students)

The above-mentioned students are enrolled during _____ semester, Academic Year ____ and their degree program is covered by Government Recognition No. _____, series _____.

Very truly yours,

Registrar
(Signature over printed name)

.....
 Republic of the Philippines
 Office of the President
 COMMISSION ON HIGHER EDUCATION
 Region _____

Date

SPECIAL ORDER

No. _____, s. _____

On the basis of the records submitted by the (Higher Education Institution) the graduation of the _____ () out of _____ () students listed above with the degree of _____ as of (month and year), is hereby approved and made a matter of record. The approval of the graduation of anyone of the above-mentioned students is **AUTOMATICALLY REVOKED** if the requirements of the course are not completed within the term specified and is **SUBJECT TO CANCELLATION** if the records upon which the approval is based are later found incorrect.

The Regional Director
Director IV

Note: **NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION**