



OFFICIAL TRANSCRIPT OF RECORDS

PERSONAL BACKGROUND

STUDENT NUMBER : 18-10266
STUDENT NAME : HINAUTAN, ANGIE HAYAHAY
BIRTH DATE : Jul-05-2000
BIRTH PLACE : Las Piñas City
SEX : Female
CITIZENSHIP : Filipino
RELIGION : Bible Baptist Church
PARENT/GUARDIAN : Furtunato L. Hinautan
PERMANENT ADDRESS : Agay-ay, San Juan (cabalian), Southern Leyte 6600
DATE OF ADMISSION : June 20, 2018
ENTRANCE CREDENTIAL : FORM 138A



EDUCATIONAL BACKGROUND

	SCHOOL LAST ATTENDED	YEAR
ELEMENTARY	Agay-ay Elementary School Agay-ay, San Juan, Southern Leyte	2012
SECONDARY	San Juan National High School San Juan, Southern Leyte	2018
TERTIARY		

GRADING SYSTEM

RATING	EQUIVALENT	RATING	EQUIVALENT
1.0	98-100	2.1	84
1.1	96-97	2.2	83
1.2	93-95	2.3	82
1.3	92	2.4	81
1.4	91	2.5	80
1.5	90	2.6	79
1.6	89	2.7	78
1.7	88	2.8	77
1.8	87	2.9	76
1.9	86	3.0	75
2.0	85	5.0	Failed

INC - Incomplete INP - In Progress DR - Dropped

One collegiate unit of credit is one hour lecture or recitation each week or a total of 18 hours in a semester. Three hours of laboratory work, drafting, or shop work each week or a total of 54 hours a semester are regarded as equivalent also to one unit of credit.

The semestral average grade of a student is computed by multiplying the number of units assigned to a course by the grade earned and the product divided by the total units earned for the semester.

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Page 1 of 3 Pages

PRISCO T. MALUBAY, MM
 Registrar II

Doc. Code: SLSU-QF-R018
 Revision: 02
 Date: 26 August 2021



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
 San Juan Campus, San Juan, Southern Leyte
Office of the Registrar

Website : <http://www.southernleytestateu.edu.ph>
 Email : registrar_sj@southernleytestateu.edu.ph

Contact No : +639088162179
 School Code : 00008046

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18-10266

HINAUTAN, ANGIE HAYAHAY

COURSE NO	DESCRIPTIVE TITLE	FINAL RATING	RE-EX	CREDIT
1st Sem 2018-2019 BSOA				
GE-SS 101-2	Readings in Philippine History	1.4		3
GEC-SS 101	Understanding the Self (with GAD)	1.3		3
GE-FIL-12FS	Kontekstwalisadong Komunikasyon sa Filipino	1.9		3
IC-ACCTG 101	Fundamentals of Accounting	1.8		3
GEC-MATH 101	Mathematics in the Modern World	1.9		3
GE-SS 103	The Contemporary World (with ASEAN Integration)	1.9		3
OA 101	Foundations of Shorthand	2.0		3
OA 103	Basic Keyboarding	1.8		3
NSTP-CW 101	Civic Welfare Training Service 1	2.0		(3)
PE 1	Self-Testing Activities	1.1		2
2nd Sem 2018-2019 BSOA				
GE-FIL-123FS-U	Dalumat ng/sa Filipino (DALUMATFIL)	1.8		3
GE-ENG 102	Purposive Communication	2.3		3
GE-SS 102	Art Appreciation	1.4		3
OA 102	Keyboarding and Documents Processing	1.5		3
OA 104	Advanced Shorthand	1.7		3
OA 106	Personal and Professional Development	1.8		3
NSTP-CW 102	Civic Welfare Training Service 2	2.2		(3)
PE 2	Rhythmic Activities	1.2		2
1st Sem 2019-2020 BSOA				
OA 205	Integrated Software Applications	1.7		3
OA 203	Specialized Shorthand	1.4		3
OA 201	Taxation	1.8		3
GEMand-SS 201	Rizal's Life and Works	1.2		3
OA 207	Administrative Office Procedures and Management	1.4		3
ACCTG 201	Accounting Principles II	1.9		3
ELECT 201	Statistical Analysis with Software Application	2.0		3
PE 3	Games and Team Sports	1.4		2
2nd Sem 2019-2020 BSOA				
GE-FIL-12S23F	Sosyedad at Literatura/Panitikang Panlipunan	1.5		3
GE-SS 202	Ethics	1.3		3
GE-SS 204	Science, Technology and Society (with DRRM and CC)	2.0		3
ELECT 202	Filipino Stenography	1.7		3
ELECT 204	Medical Office Procedures	1.9		3
OA 202	Customer Relations	1.6		3
OA 204	Business Report Writing	1.6		3
PE 4	Recreational and Individual Sports	2.0		2
1st Sem 2020-2021 BSOA				
OA 303	Events Management	1.7		3
OA 301	Internet Research for Business	2.3		3
IC-ENGL-123FS	Speech and Oral Communication	1.8		3
ACCTG 301	Partnership and Corporate Accounting	2.4		3
BUS CORE 301	Operations Management with Total Quality Mgt	1.7		3
ELECT 301	Legal Office Procedures	1.5		3
ELECT 303	Web Design	1.9		3
HBO 310	Human Behavior in Organization	1.6		3
2nd Sem 2020-2021 BSOA				
OA 305	Machine Shorthand	1.8		3
ACCTG 302	Maintaining Financial Records	1.1		3
BUS CORE 302	Strategic Management	2.1		3
OA 302	Entrepreneurial Behavior and Competencies	1.9		3

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Page 2 of 3 Pages

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18-10266 HINAUTAN, ANGIE HAYAHAY

COURSE NO	DESCRIPTIVE TITLE	FINAL RATING	RE-EX	CREDIT
OA 304	Business Law	1.5		3
OA 306	Fundamentals in Business and Outsourcing	1.8		3
OA 308	Management Case Study 1	1.5		3
ELECT 304	International Studies	2.5		3
1st Sem 2021-2022 BSOA				
OA 401	Legal Office Internship and Medical Office Internship (300 hrs.)	1.2		3
OA 403	Seminar	1.3		1
OA 405	Management Case Study II	1.1		3
2nd Sem 2021-2022 BSOA				
OA 402	Office Administration Internship (600hrs.)	1.2		6

NSTP Serial Number: C-08-029215-19 (As required by CHED Memorandum Order No. 27, Series 2015)

xx ENTRIES CLOSED xx

GRADUATED: From the degree of BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA) as of July 14, 2022 per SLSU Board of Regents Res. No. 55, s. 2022.

Remarks: FOR EMPLOYMENT PURPOSES.

Date Issued: August 09, 2022



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Page 3 of 3 Pages

PRISCO T. MALUBAY, MM
 Registrar II

Doc. Code: SLSU-QF-R01B
 Revision: 02
 Date: 26 August 2021

Republic of the Philippines
Southern Leyte State University
San Juan, Southern Leyte
Diploma

TO ALL PERSONS WHO MAY BEHOLD THESE PRESENTS

Be it known that the Board of Regents, by authority of the Republic of the Philippines and on the recommendation of the University Academic Council has conferred upon

Angie A. Hinautan

THE DEGREE OF

Bachelor of Science in Office Administration


with all the honors, rights, and privileges, as well as the obligations and responsibilities thereunto appertaining. In witness whereof, the seal of the University and the signatures of the University President and the Registrar are hereunto affixed.

Given at San Juan, Southern Leyte, Philippines this 14th day of July 2022.



Board Resolution No. 55
Series of 2022


PRISCO T. MALUBAY, M.M.
Registrar II


PROSE IVY G. YEPES, Ed.D.
University President

Doc Code: SLSU-QE-R009
Revision: 02
Date: 26 August 2021