



PAASCU ACCREDITED

University of San Jose-Recoletos

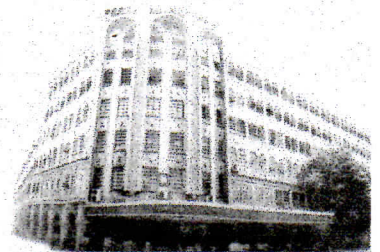
Office of the Registrar

Magallanes St., Cebu City 6000 Philippines

(+6332) 253-7900 local 261-264

www.usjr.edu.ph

registrar@usjr.edu.ph



AUTONOMOUS STATUS

November 20, 2018

TO WHOM IT MAY CONCERN:

This is to certify that **MS. MELVA T. RUBEN** graduated from this University with the degree of **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - HUMAN RESOURCE DEVELOPMENT MANAGEMENT (BSBA HRDM)** on **October 20, 2018**.

This is to certify, further, that she is exempted from the requirement of Special Order (S.O.) having graduated from the University of San Jose-Recoletos, a PAASCU-accredited Private Higher Education Institution with **Full Autonomous Status** granted by the Commission on Higher Education (CHED) in accordance with Republic Act (RA) 7722 otherwise known as the Higher Education Act of 1994.

Furthermore, this is to certify that the exemption from S.O. requirement granted to accredited courses of study was mandated by Batas Pambansa Blg. 232, otherwise known as the Education Act of 1982, as implemented by MECS Order No. 36, series of 1984.

This certification is issued upon request for **employment** purposes.

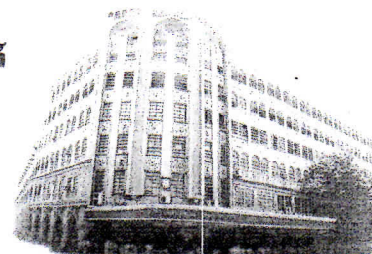

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University Registrar

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OFFICIAL TRANSCRIPT OF RECORDS

RUBEN

(Last Name)

MELVA

(First Name)

TAÑECA

(Middle Name)

PERSONAL DATA

Date of Birth : **April 14, 1998**
Place of Birth : **Calidngan, Carcar City, Cebu**
Religion : **Roman Catholic**
Parent : **Mr. Rodrigo Ruben**
Address : **Pit-os, Lantawan, San Fernando 6018 Cebu**
Cell #: 0915-4655717
Tel. #: 0917-3070841
Email Address : **melvaruben98@gmail.com**

Gender : **Female**
Civil Status : **Single**
Citizenship : **Filipino**
ACR No :
Date Issued:



PRELIMINARY EDUCATION

Elementary : **Pit-os Lantawan Elementary School**
Secondary : **Notre Dame of San Fernando, Cebu Inc.**
Entrance Credential(s) to College: **F137-A, F138**

Year Completed: **2010-2011**
Year Completed: **2014-2015**

[GRADING SYSTEM]

GRADE		EQUIVALENT	INDICATION
1.0	A+	100 - 95%	Excellent
1.1 - 1.5	A	94 - 90%	Superior
1.6 - 2.0	B+	89 - 85%	Very Good
2.1 - 2.5	B	84 - 80%	Good
2.6 - 2.9	B-	79 - 76%	Fair
3.0	C	75%	Passed
3.1 - 4.0			Conditioned (valid for prelim and mid-term only)
5.0	C-	74% and below	Failed
W			Withdrawn
NC			No Credit
INC			Incomplete

One unit credit is one hour lecture or recitation each week for a total of 18 weeks in one semester. Three hours of laboratory work, drafting, shopwork, or field work each week is equivalent to one unit of credit.

The semestral average grade of a student is obtained by multiplying the number of units assigned to a course by the grade earned. The sum of the products is divided by the total number of units earned by the student for the semester.

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Course No.	Descriptive Title	Final Grade	Removal Grade	Credit Units
<u>BSBA-HRDM - 2</u>		<u>1st Semester 2016-2017</u>		
Econ 2	Introduction to Microeconomics	1.30		3.0
English 3	Speech Improvement and Oral Communications	1.40		3.0
Finance 4	Financial Management	1.80		3.0
HRD 4	Marketing Management	1.40		3.0
HRD 5	Advance Office Procedures (Records Management)	1.90		3.0
P.E. 3	Individual/Dual Sports/Games	2.30		2.0
Pol Sci 1	Philippine History, Government and Constitution	1.70		3.0
ReEd 3	Church and Sacraments	1.30		3.0
<u>BSBA-HRDM - 2</u>		<u>2nd Semester 2016-2017</u>		
Acctg C	Corporation Accounting	1.60		3.0
BA 5	Business Ethics and Social Responsibility and Good Governance	1.90		3.0
Filipino 2	Pagbasa't Pagsulat sa Iba't-ibang Disiplina	1.50		3.0
HRD 6	Recruitment and Selection	2.00		3.0
HRD 7	Compensation Administration	1.60		3.0
Math C	Quantitative Analysis in Business	1.80		3.0
P.E. 4	Team Sports/Games	1.80		2.0
Psych 1	General Psychology	1.70		3.0
ReEd 4	Christian Morality	2.20		3.0
<u>BSBA-HRDM - 2</u>		<u>Summer 2017</u>		
BA 16	Strategic Management	1.60		3.0
HRD 10	Desktop Publishing	1.70		3.0
KB 1	Basic Keyboarding	1.70		3.0
<u>BSBA-HRDM - 3</u>		<u>1st Semester 2017-2018</u>		
Acctg D	Managerial Accounting	2.10		3.0
CS A1	IT Fundamentals, Excel & Power Point	1.30		3.0
English 7	Business English Correspondence	2.80		3.0
HRD 19	Production and Operation Management	1.30		3.0
HRD 8	Labor Laws and Labor Relations	1.30		3.0

Purpose : **For Employment**

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Date Issued : **November 20, 2018**

Checked By : **Rolando S. Mantalaba**

Prepared By : **Zoselito C. Lacida**

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<u>BSBA-HRDM - 3</u>		<u>1st Semester 2017-2018</u>		
Law A	Obligations & Contracts	2.50		3.0
Math D	Business Statistics with Demography	1.80		3.0
Nat Sci 1	Earth Sciences w/ Wise Conservation & Utilization of Natural Resources	2.20		3.0
<u>BSBA-HRDM - 3</u>		<u>2nd Semester 2017-2018</u>		
HRD 13	Organizational Development	1.90		3.0
HRD 15	Business Research Paper 1	1.80		3.0
HRD 18	Global International Trade	1.80		3.0
HRD 21	Special Topics in HRD	1.50		3.0
HRD 9	Total Quality Management	2.40		3.0
Law B	Negotiable Instruments	2.40		3.0
Nat Sci 2	Biological Sciences w/ Human Ecology & Family Planning	2.50		3.0
Tax A	Income Taxation	2.00		3.0
<u>BSBA-HRDM - 3</u>		<u>Summer 2018</u>		
HRD 14	Training and Development	1.60		3.0
HRD 20	Retail Management	2.00		3.0
Lit 1	The Literatures of the Philippines	1.40		3.0
<u>BSBA-HRDM - 4</u>		<u>1st Semester 2018-2019</u>		
BA 22	System Application Program	1.60		3.0
HRD 16	Practicum	1.40		6.0
HRD 17	Business Research Paper II	1.60		3.0
HRDM 23	Office Decorum and Character Development	1.90		3.0
Law C	Partnership & Corporation Laws	2.00		3.0

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BSBA-HRDM - 1		1st Semester 2015-2016		
CWTS 11*	Civic Welfare Training Services 11	1.60		3.0
Econ 1	Principles of Economics with Taxation & Land Reform	1.70		3.0
English 1	Study and Thinking Skills	1.80		3.0
Finance 1	Basic Finance	1.90		3.0
Guidance 1	Adjustment to College Life (Phase I)	1.10		0.0
HRD 1	Principles of Management	1.50		3.0
Math B	Mathematics of Investment	1.70		3.0
P.E. 1	Physical Fitness	1.70		2.0
Philo 1	Logic	1.20		3.0
ReEd 1	Revelation and Faith	1.50		3.0
BSBA-HRDM - 1		2nd Semester 2015-2016		
Acctg A	Fundamentals of Accounting	2.00		3.0
CWTS 12	Civic Welfare Training Services 12	1.30		3.0
English 2	Writing in the Discipline	2.30		3.0
Ent 1	Entrepreneurial Management	1.40		3.0
Guidance 2	Adjustment to College Life (Phase 2)	1.20		0.0
HRD 2	Human Resource Management	2.40		3.0
Math 1	College Algebra	1.90		3.0
Mktg 1	Principles of Marketing	1.40		3.0
P.E. 2	Rhythmic Activities	2.00		2.0
ReEd 2	Christology	1.50		3.0
* COMPLETED NSTP COURSE WITH SERIAL # C-07-029672-16				
BSBA-HRDM - 1		Summer 2016		
Filipino 1	Sining ng Pakikipagtalastasan	1.40		3.0
HRD 3	Human Behavior in Organization	2.10		3.0
Rizal	Life, Works & Writings of Dr. Jose Rizal	1.70		3.0
BSBA-HRDM - 2		1st Semester 2016-2017		
Acctg B	Partnership Accounting	2.30		3.0

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Course No.	Descriptive Title	Final Grade	Removal Grade	Credit Units
BSBA-HRDM - 4	1st Semester 2018-2019			
Tax B	Business & Other Taxes	2.00		3.0

GRADUATED

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - HUMAN RESOURCE DEV'T. MGT.

(BSBA-HRDM)

October 20, 2018

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EXEMPTED FROM

SPECIAL ORDER

*** ENTRIES BELOW THIS LINE ARE CONSIDERED NULL AND VOID ***

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