



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**CCAT Campus**  
 Rosario, Cavite

UREG-QF-16

**OFFICE OF THE CAMPUS REGISTRAR**  
**REPORT OF COMPLETION**

Date: \_\_\_\_\_

**THE REGISTRAR**  
**This University**

**Sir/Madam:**

Please be informed that Mr./Ms. \_\_\_\_\_ with Student Number \_\_\_\_\_ under the program \_\_\_\_\_, major/specialization in \_\_\_\_\_ has removed the grade of **"4.0"** or completed the requirements for the grade of **"Incomplete"** on the subjects indicated below:

<u>SUBJECT &amp; SCHEDULE CODE</u>	<u>SEM/AY TAKEN</u>	<u>PREVIOUS GRADE</u>	<u>FINAL GRADE</u>	<u>NAME OF INSTRUCTOR</u>	<u>INSTRUCTOR'S SIGNATURE</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Noted by:

\_\_\_\_\_  
 Department Chairperson

\_\_\_\_\_  
**ARIEL G. SANTOS, Ed.D.**  
 Director, Instruction

Recommending Approval:

\_\_\_\_\_  
**MARLYN A. QUINEZ**  
 OIC, Registrar's Office

Approved:

\_\_\_\_\_  
**LAURO B. PASCUA, Ed.D.**  
 Campus Administrator

**Note:**

To be accomplished in 3 copies, the original copy to be submitted to the Registrar, and one copy each for the Registration Adviser and the Student