



**UNIVERSITY OF THE PHILIPPINES MINDANAO  
OFFICE OF THE UNIVERSITY REGISTRAR**



\_\_\_\_\_  
Date

**The Principal**  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

We are pleased to inform you that one of your high school graduates is qualified to enroll in the University of the Philippines Mindanao for the First Semester AY 2022-2023.

In this connection, we would like to request for the **FORM 137-A/SF10 (Student's Secondary Permanent Record)** with REMARKS: **COPY FOR UPMINDANAO** of Mr/Ms. \_\_\_\_\_ as one of his/her admission requirements to UP Mindanao. We are authorizing him/her to personally claim and hand carry the said document. Kindly enclose the Form 137-A/SF 10 in a sealed mailing envelope to enable the student to personally submit it to our office during enrollment.

We hope for your favorable action to this request. Thank you.

Respectfully yours,

*KJGcayamanda*

**Prof. KAREN JOYCE G. CAYAMANDA, PhD.**  
University Registrar