

OFFICE OF THE REGISTRAR  
Maragondon Parochial School, Inc.  
4112 Poblacion 1-A, Maragondon, Cavite

Dear Sir/Madam:

Please send us a CERTIFIED TRUE COPY OF FORM 137-A/PERMANENT RECORD of the student/s whose name/s is/are listed below.

Name/s of Student/s	Now in Grade	Attendance in your School		Teacher/Adviser
		Grade	School Year	

The above-mentioned student/s are temporarily enrolled in this school upon presentation of his/her/their credential/s. In case the records cannot be released for one reason or another, kindly inform us or advise this office as soon as possible for the necessary action.

Thank you for your kind attention.

MS. JUSTINA C. ESGUERRA  
MPS Registrar

Request:

- ☐ 1<sup>st</sup> Request
- ☐ 2<sup>nd</sup> Request
- ☐ 3<sup>rd</sup> Request
- ☐ Urgent
- ☐ Kindly entrust to the bearer in a sealed envelope with your signature on the flap.
- ☐ Send us by mail