UNIVERSITY OF THE PHILIPPINES
SECONDARY SCHOOL RECORD

TO BE FILLED OUT ONLY BY PERSONNEL AUTHORIZED TO RECEIVE AND/OR PROCESS APPLICATIONS.

Document Inventory Number

☐ **Transferee (PC 69)** **PC codes** ☐☐ ☐☐ ☐☐ ☐☐ ☐☐

FOR THE PRINCIPAL: (This official document is to be accomplished by the Office of the Principal/School Head.)

1. Eligible to take the UPCAT are the following:
   a) Senior students (e.g., Fourth Year, Grade 12, Senior 6) of DepEd-accredited schools or secondary schools abroad (expecting to graduate at the end of the school year);
   b) Graduates of DepEd-accredited schools or secondary schools abroad;
   c) Those declared eligible for admission to college after taking the Philippine Educational Placement Test (PEPT).

   NOTE: All applicants must have final grades for the First, Second and Third Years of the 4-year secondary school curriculum in schools with DepEd-recognition/ permit to operate said curriculum (**or**, Grades 9, 10 and 11 **or**, their equivalent for international or foreign schools); **and** must not have taken the UPCAT previously.

   Anyone who has taken/is taking/will be taking any college subject/s prior to or for the semester/academic year for which the UPCAT is to be taken is not eligible to take the UPCAT and will not be admitted as an incoming freshman in UP.
2. Please type or print legibly all information called for in this **Form 2**. Do not abbreviate. Place X marks in appropriate boxes.
3. Be sure that all the grades (i.e., including failing marks) for the first, the second, and the third years are indicated; that all entries are complete and specific with the number of units of credit for each subject; and that the marking system used (bottom of this page), an explanation of the school's marking system, the signatory's name in print, designation and signature in blue ink at the bottom of both pages are provided.
4. Countersign all erasures and corrections made.
5. If the applicant is a transferee or has taken some subjects from another school (e.g. for summer courses), then a signed and certified legible photocopy of the Permanent Secondary School Records (F137) from the other school must be attached to this form containing all the grades earned therein. Likewise, if the applicant needed more than 4 years to finish high school, a signed and certified photocopy of the F137 must be submitted.
6. Please attach a signed certified photocopy of the **Certificate of Government Recognition or Government Permit** of each private school attended.

No results may be released pending submission of this Form 2. Credentials filed in support of the application become the property of the University of the Philippines and will not be returned to the applicant.

NAME OF STUDENT: Print full name of the student. Place one letter in each box and leave one box blank between names.

LAST	
FIRST	
MIDDLE	

Signature of Examinee

HIGH SCHOOL (where the student completed/is completing secondary level education)

HIGH SCHOOL ID: Do not write in these boxes.

Name of High School (Do not abbreviate)		
Former Name (if any)		
High School Mailing Address (Number and Street, Subd/Village, Barangay, City/Town, Province)		
Date Established	**Telephone/Mobile Number**	**E-mail Address**

Is the school an annex?
☐ **2 No** ☐ **1 Yes** (if yes, please indicate the name of the mother school)

_____

High School Type:
- ☐ **1 Public general**
- ☐ **2 Public science**
- ☐ **3 Public vocational**
- ☐ **4 Public barrio/barangay**
- ☐ **5 UP-administered**
- ☐ **6 State university/college**
- ☐ **7 Private**
- ☐ **8 Others** (Specify) _____

Type/s of Curriculum:
- ☐ **1 General Secondary/New Secondary Education**
- ☐ **2 Science-oriented**
- ☐ **3 Vocational-Technical**
- ☐ **4 ACE (Accelerated Christian Education)**
- ☐ **5 Special Program for the Arts**
- ☐ **6 Basic Education/Revised Basic Education**
- ☐ **7 Others** (Specify) _____

School's Marking System: (For letter grades, please attach a copy of the Grading Scale with the numeric equivalent of each grade in the scale.)

Highest Possible Grade	
Passing Grade	
Lowest Possible Grade	

Does the Marking System apply to every school year indicated at the back?
- ☐ **1 Yes**
- ☐ **2 No** (if no, please attach an explanation of the Marking System/s used for the years not covered)

On a 100-point exam, how many points would a student have to get in order to merit a passing mark?
☐ **50** ☐ **55** ☐ **60** ☐ **65** ☐ **70** ☐ **75** ☐ **Others, please specify** _____

Are students allowed to take electives?
- ☐ **2 No**
- ☐ **1 Yes, In what areas?** _____

Other than the PRINCIPAL/SCHOOL HEAD, the persons with specimen signatures below are the only official signatories authorized to sign the Student Secondary Record (UP Form 2) and the Permanent Secondary School Record (F137).

Other signatory/ies:

Sample signature	Sample signature
Name in print	Name in print
(Please specify designation)	(Please specify designation)

I certify to the accuracy of the foregoing data/information.

Principal's Signature (in blue ink):

Principal's Name (in print):

THIS FORM IS FREE OF CHARGE AND MAY BE PHOTOCOPIED.

For the PRINCIPAL/SCHOOL HEAD

NAME OF STUDENT: Print full name of the student. Place one letter in each box and leave one box blank between names.

LAST	
FIRST	
MIDDLE	

Date of Birth	**Place of Birth**

Elementary Course Completed in (Year) ____ **at (School)** ____

Father's Name (Last, First, Middle)

Mother's Maiden Name (Last, First, Middle)

For the Applicant:

Staple here

Staple a recent 2"x2" photograph (taken within the last six months) in this box. Be sure to print your name at the back of the photo.

Staple here

The High School Principal should please sign at the bottom of the photograph.

ATTENDANCE IN SECONDARY SCHOOL

Grade/Year Level	School Year	* Type of Curriculum	Name of High School (Do not abbreviate)	Address of High School

* 1 - General Secondary/New Secondary Education 2 - Science-oriented 3 - Vocational-Technical 4 - ACE (Accelerated Christian Education) 5 - Special Program for the Arts 6 - Basic Education/Revised Basic Education 7 - Others (Specify)

Expected Year of Graduation ____ **Total No. of Expected Graduates** ____ **Rank in the Graduating Class** ____

REMINDERS:

1. Please enter all grades for the first, second and third years in the appropriate columns below.
2. For **transfer students**, please attach a signed and certified legible photocopy of the applicant's Permanent Secondary School Record (F137) from the other school/s with the signature (in blue ink) of the **official signatory** accompanied by the school's Grading Scale and an explanation of the school's marking system (stating the Highest Possible Grade, the Passing Grade, and the Lowest Possible Grade) as well as a **certified true copy of Government Recognition or Government Permit** of each private school attended, both signed by the official signatory. A Certified True Copy of academic records from a foreign school (if applicable) must be attached to this form.
3. An applicant who needed more than 4 years to finish high school must submit a signed and certified legible photocopy of his/her Permanent Secondary School Record (F137).
4. **TOP RANKING STUDENTS (For Philippine public high schools only):**
   If the applicant is among the school's TOP TEN students, please attach an official list of the TOP TEN graduates/prospective graduates of your school (ranking based on the overall first to third year academic performance as of the end of School Year 2011-2012 of students across all curricular programs/campuses of the school, NOT per annex) signed by the official signatory.
5. Please attach copy/ies of the school's secondary curriculum/la with units and electives (if any) clearly indicated.

CARD COUNT

In case student came from a different high school, write the name and address of the high school in these spaces.

FIRST YEAR / GRADE 9	SECOND YEAR / GRADE 10	THIRD YEAR / GRADE 11
Card ___ F137tag ___ HSID ___ PC ___	Card ___ F137tag ___ HSID ___ PC ___	Card ___ F137tag ___ HSID ___ PC ___
School Year ____ - ____	School Year ____ - ____	School Year ____ - ____

For transferees, please attach a certified copy of the transcript of records (F137) and marking system from the other school

* Mark 'E' if Elective

SUBJECTS	*	Final Grades	Units	Action Taken	*	Final Grades	Units	Action Taken	*	Final Grades	Units	Action Taken
I. Filipino	1				1				1			
II. English	2				2				2			
Speech	2				2				2			
Reading/Writing	2				2				2			
III. Mathematics	3				3				3			
Algebra/Statistics	3				3				3			
Geometry/Trigonometry	3				3				3			
IV. Science	4				4				4			
Earth/Environmental Science	4				4				4			
Biology/Zoology	4				4				4			
Chemistry/Physics	4				4				4			
V. Makabayan	5				5				5			
VI. Araling Panlipunan	6				6				6			
VII. Tech & Home Economics (THE)	7				7				7			
Practical Arts	7				7				7			
Computer Education	7				7				7			
VIII. Foreign Languages	8				8				8			
IX. Vocational/Technical Subjects												
	7				7				7			
	7				7				7			
	7				7				7			
X. Academic subjects not listed above. Exclude Music, Values, Religion, Character, Homeroom, P.E. , YDT, or CAT:												
XI. Summer Grades (if any) ***Please attach certified true copy of grades/F137 if subject was taken from another school.***												

☐ **Affixed here is the school dry seal.**

☐ **This school has no dry seal.**

(Affix school dry seal here.)

Date

I certify to the completeness and correctness of the foregoing record.

School Head's Signature over Printed Name

Official Designation