



# MABALACAT CITY COLLEGE

## OFFICE OF THE COLLEGE REGISTRAR

\_\_\_\_\_  
Date

The Registrar/Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Please furnish us a copy of the F-137/OTR of the following student/s who was/were temporarily enrolled in this school upon presentation of his/her F-138/Honorable Dismissal.

NAME	YEAR & SECTION	SEMESTER/ SCHOOL YEAR	CREDENTIAL SIGNED BY

- Kindly entrust to the bearer
- 1<sup>st</sup> request
- Urgent
- Please mail

Kindly forward his/her F-137/OTR together with the request, thank you.

Yours truly,

\_\_\_\_\_  
College Registrar