



LYCEUM OF THE PHILIPPINES-LAGUNA
Km. 54, National Highway, Makiling, Calamba City, Laguna

PERMIT TO ENCODE GRADE/S

Name of Faculty Member: _____ Request Date: _____
College: _____ Date Approved to Encode: _____

Don't leave this blank, please state your reason/s:

Request by:

FACULTY MEMBER

Remarks:
 Approved
 Disapproved

Noted by:

DEAN

PLEASE ATTACH THE FOLLOWING:
- E-Class Record
- Grade Sheet

Recommending Approval:

Registrar

VPAA

Note: After the approval of the EVP/VPAA,
kindly photocopy the form and
submit it to MIS for the activation of your account.

Approved by:

Chancellor