



**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:

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**FACULTY MEMBER**

Noted by:

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DEAN

### Recommending Approval:

Registrar

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Approved by:

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Remarks:  
 Approved  
 Disapproved

**PLEASE ATTACH THE FOLLOWING:**

- E-Class Record
- Grade Sheet

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

FM-LPU-L-REGO-30  
Revision: 02  
Effective: August 24, 2020