

UNIVERSITY OF THE PHILIPPINES MINDANAO
HUMAN RESOURCE DEVELOPMENT OFFICE

APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES

Name : _____
Department : _____

Designation : _____
College/Unit : _____
(Home Unit)

_____ Semester/Summer/Trimester
AY 20_____

COURSES	DAYS	TIME	UNITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Units Enrolled in _____

Signature

ACADEMIC LOAD OF APPLICANT (If applicable only)
(To be filled out by Department Chairman)

CLEARED:

Actual teaching load units : _____
Unit credits for non-teaching activity : _____
a) Research _____
b) Administrative Work _____
c) Study _____
Total Units : _____
Inclusive dates of current Appointment: _____

[] Tenured
[] Non-Tenured _____
[] On study leave _____
[] On Vacation leave with pay _____
For enrollment in not more than ____
Units with only _____ units at reduced fees

RECOMMENDED BY:

Chairman Date

Dean/Director/Head Date

HRDO

RECOMMENDING APPROVAL/APPROVED:
[For Faculty/REPS] [For Administrative]

APPROVED:
[For more than 18 units academic load]

OVCAA

OVCA

PROF. SYLVIA B. CONCEPCION
Chancellor

NOTE:

- Accomplish in 2 copies
- Attach copy of grades issued by Registrar's Office for the last semester enrolled in and copy of appointment, if not tenured.
- If REPS or Administrative personnel enrolling during office hours, please attach approved revised work schedule.
- Violation of the rules on privilege to study at reduced fees shall be sufficient ground for disciplinary action under Civil Service rules and regulations as rules in discipline approved by the Board of Regents.
- The Total number of approved units for enrollment shall in no case constitute basis for claiming overload honorarium.