HRDO Form C-1

Revised Jan. 9, 2020

**UNIVERSITY OF THE PHILIPPINES DILIMAN**

**HUMAN RESOURCE DEVELOPMENT OFFICE**

***APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES***

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Course: \_\_\_\_\_\_\_\_\_\_\_\_ Home Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Availment Renewal\*

\_\_\_\_\_ Semester/Summer/Trimester

AY \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| ***S u b j e c t s*** | ***D a y s*** | ***T I m e*** | ***U n I t s*** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 Total Unit Enrolled in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 ***Signature***

***\*Please attach true copy of grades from previous semester***

**ACADEMIC LOAD OF APPLICANT** (If applicable only) **CLEARANCE:**

[To be filled out by Department Chairman]

 **[ ] Tenured**

**Actual teaching load units : \_\_\_\_\_\_\_\_\_ [ ] Non-tenured \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit credits for non-teaching activity - [ ] On study leave\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Research : \_\_\_\_\_\_\_\_\_ [ ] On vacation leave with pay \_\_\_\_\_\_\_\_**
2. **Administrative Work : \_\_\_\_\_\_\_\_\_**
3. **Study : \_\_\_\_\_\_\_\_\_ For enrollment in not more than \_\_\_\_\_\_\_**

 **Total Units : \_\_\_\_\_\_\_\_\_ units with only \_\_\_\_\_\_\_ units at reduced fees.**

**Inclusive dates of current**

**Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECOMMENDED BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Chairman Date Director***

 Human Resource Development Office

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Dean/Director/Head Date***

**RECOMMENDING APPROVAL / APPROVED: RECOMMENDING APPROVAL/APPROVED:**

***(For Faculty/REPS) (For Administrative)***

 Vice-Chancellor for Academic Affairs Vice Chancellor for Administration

**APPROVED:**

**(For more than 18 units academic load)**

Chancellor