

CENTRAL PHILIPPINE UNIVERSITY
Iloilo City, Philippines

INSTRUCTIONS:

1. Write a letter addressed to the VPAA requesting for approval for inclusion of student.
2. Fill out all necessary information in the form.
3. Attach photocopies of the Grade Sheet and Record Book duly signed by the Faculty, Dean/Principal.
4. **Attach approved letter of request from the VPAA.**
5. **Accomplish form and attachments in two (2) copies without ERASURES.**
6. Please pay P100 per subject/stub code (Acct. No. 1814) and attach receipt upon submission to the Registrar's Office.
7. Attach duly accomplished HRD Form No. 67 (Record of Faculty Counselling Interview).
8. Submit completed forms with attachments to the Registrar's Office for verification and recommendation.

Date

The Vice President for Academic Affairs
Central Philippine University
Jaro, Iloilo City

(Through Channels)

Sir:

May I request permission to **INCLUDE** the name/s of the following student/s under stub code _____ :

| Name of Student | Subject, Time & Day | Term & School Yr. | Grade | Credit | Attendance |
|-----------------|---------------------|-------------------|-------|--------|------------|
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Kindly check the box:

Technical Error **Non-Technical Error**

Reason: _____

Instructor's Printed Name

Signature

Department Chairperson's Findings and Recommendation:

Dean's Findings and Recommendation:

Printed Name/Signature

Printed Name/Signature

Findings of the Registrar:

Approved/Disapproved:

Recommendation:

CHARISSA JUNE G. DEOCAMPO
Registrar

IRVING DOMINGO L. RIO, DM
Vice President for Academic Affairs

Date: _____

Date: _____