**University of the Philippines**

**Diliman, Quezon City**

**REQUEST FOR SUBSTITUTON OF SUBJECTS**

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| --- | --- | --- | --- | --- |
| Name: | Student No. | Course | Year | Date |
|  |  |  |  |

The Dean

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have the honor to request for the following substitution:

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| Subject(s) Required | Units | Subject(s) Taken | Units | Semester Taken | Grade | Reason |
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 Respectfully yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Student

|  |
| --- |
| Recommending Approval: Approval / / Disapproval / / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Over Printed Name of Adviser  |

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| Recommending Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature over Printed Name****Dept. Chair/Inst. Director/Prog. Coor.****(Subject(s) Required)** | Dept. | Recommending Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature over Printed Name****Dept. Chair/Inst. Director/Prog. Coor.****(Subject(s) Taken** | Dept. | Action Taken: Approved / / Disapproval / / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PROF. FERDINAND G. MANEGDEG**  Dean |