**University of the Philippines**

**Diliman, Quezon City**

**REQUEST FOR SUBSTITUTON OF SUBJECTS**

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

The Dean

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

I have the honor to request for the following substitution:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subject(s) Required | Units | Subject(s) Taken | Units | Semester Taken | Grade | Reason |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Respectfully yours,

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

Signature of Student

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |