

Melchor Hall, U.P. Campus, Diliman, Quezon City, Philippines 1101

926-0703 / 981-8500 local 3105/3106

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The NGSE Director U.P. College of Engineering Diliman, Quezon City Sir: I have the honor to request that I will be allowed to enroll in _____ units this _____ Semester, ____ - ____/Midyear, 20____ - 20 ____. The reason (s) for this request are: The subjects I intend to enroll in are: **SUBJECTS UNITS Total No. of Units** Very truly yours, **Printed Name & Signature Student Number / Course** Recommending Recommending APPROVED/DISAPPROVED: Approval/Disapproval: Approval/Disapproval: DR. MANOLO G. MENA Adviser **Department Chair/Director NGSE Director**