



National Graduate School of Engineering  
University of the Philippines  
Diliman, Quezon City

**APPLICATION FOR SHIFTING WITHIN THE DEPARTMENT**  
(For Students in Good Standing)  
\_\_\_\_\_ Semester, 20\_\_ - 20\_\_ / Midyear \_\_\_\_\_

Document to be submitted:

1. Letter of request addressed to the Department Chairman/Institute Director through the Program Coordinator.

Course Applied For: \_\_\_\_\_

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

Student Number: \_\_\_\_\_

Previous Course: \_\_\_\_\_

**RECOMMENDING APPROVAL**

**Approved**

**Refused/Denied**

Reason/s: \_\_\_\_\_

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Dept. Chair / Institute Director

\_\_\_\_\_  
**Dr. Manolo G. Mena**  
NGSE Director

Approved

Disapproved

\_\_\_\_\_  
**Prof. Ferdinand G. Manegdeg**  
Dean