



ADDING / DROPPING / CHANGING FORM							
SUBJECTS	ADDING		DROPPING		CHANGING		INSTRUCTOR'S SIGNATURE
	Section	Units	Section	Units	From	To	

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program: \_\_\_\_\_ Student's Signature: \_\_\_\_\_ Student's No.: \_\_\_\_\_  
 Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_  
 Parent's Signature: \_\_\_\_\_ Cellphone #: \_\_\_\_\_

Reason(s):  Financial  Relocation  Going Abroad  Physical Illness  Enrolled to other University  
 Others: (Please Specify) \_\_\_\_\_

Approved: Dean:	Verified/Encoded: MIS Office:	Verified: Registrar: CARMILA FLORIFI P. MORALES
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REVISED – March 2026



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- Notes:
- Refund of Tuition in dropping of subjects shall be in accordance with the school rules and regulations.
  - Students shall consult their flowchart for the requirements of subjects enrolled. Violation on this is strictly prohibited.
  - A week after the start of classes, teacher's signature is required in accomplishing this form.
  - Students are required to carry a minimum of 15 units. Maximum load is based on their curriculum.
  - By signing the Form No. 5, I am agreeing to the DLSP Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.