



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 () Relocational () Going Abroad () Physical Illness () Others: (Please Specify) _____					
Approved: _____		Verified/Encoded: _____		Verified: _____	
Dean: _____		MIS Office: _____		Registrar: VRENALI R. TOLENTINO	

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.

REVISED – November 2018



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