



Republic of the Philippines  
**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
General Luna Street cor. Muralla Street  
Intrauros, Manila, Philippines

**PERMISSION TO STUDY**

			Application Date:	
<b>NAME</b>	<b>Family Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>OFFICE/ COLLEGE</b>			<b>STATUS</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> _____
<b>DESIGNATION/ RANK</b>				
<b>PERIOD COVERED</b>				
Indicate degree program and school where employee intends to enroll. ( Please indicate address and contact numbers if outside the University).  <div style="height: 40px;"></div>				
<b>SCHEDULE/PROPOSED STUDY LOAD</b>				
<b>SUBJECT(S)</b>		<b>DAY(S)</b>	<b>TIME</b>	<b>UNIT(S)</b>
<b>TOTAL TEACHING LOAD (for faculty only)</b>			<b>TOTAL AGGREGATE LOAD (including ETUs)</b>	
I hereby abide by the applicable rules and regulations on study/educational privileges. I also certify in my honor to the correctness and completeness of the information provided herein.				
_____ <b>Signature</b>				
<b>Discount entitlement (to be filled out by HRD personnel only)</b>		<b>Maximum no. of units per term to be enrolled</b>		
<b>1. Verified Correct by:</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Head of Office/Unit</div> <div>Date</div> </div>		<b>3. Action</b>  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Approved           <input type="checkbox"/> Disapproved         </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Senior Vice-President for Academic Affairs</div> <div>Date</div> </div>		
<b>2. Endorsed by:</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Chief, Human Resource Development Office</div> <div>Date</div> </div>				

\* A copy of the requesting party Teaching Assignment is a required attachment for this request (for faculty member).

\*\* Processing time is seven (7) working days.