

**PHILIPPINE GENERAL HOSPITAL**

The National University Hospital
University of the Philippines Manila
Human Resource Development Division
Taft Avenue, Manila

PHIC-Accredited Health Care Provider
ISO 9001 Certified

APPLICATION FOR PERMISSION TO ENROLL OUTSIDE THE UNIVERSITY

Name	:	_____	Course	:	_____
Designation	:	_____	Total Units Required	:	_____
Department	:	_____	Semester/Year Started	:	_____
Unit	:	_____	Units Earned (for renewal)	:	_____
			Duty Hours	:	_____

_____ Semester / Summer / Trimester
Academic Year _____

COURSES	DAYS	TIME	UNITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved Total No. of Units to be Enrolled in _____

_____ Date

_____ Signature

- ☐ Recommended
☐ Not Recommended

Appointment Status:

- ☐ Tenured/Permanent
☐ Non-tenured/Temporary

_____ (Inclusive dates of current appointment)

- ☐ On study leave

_____ Inclusive dates

_____ Chairman/Department/Division Chief

_____ Deputy Director

_____ Chief Administrative Officer

Approved for enrollment not more than
_____ units outside the University

**No Student shall be allowed to enroll beyond
the total number of units approved herein.**

_____ Director

Attachments:

1. Copy of approved request to enroll as per Article 260 approved by the BOR, at its 836th meeting on 30 August 1973
2. Program study
3. Copy of grades issued by Registrar Office for the last semester enrolled in (if for renewal)

Reminders:

1. Any changes in this application (e.g. LOA, change of course/schedule, etc.) to provide a copy to HRDD.
2. Return approved form to HRDD together with two (2) photocopies and the required attachments.