**PGH Form No. Q-074002**

**Rev.: 05 Eff.: 08 March 2023**

**PHILIPPINE GENERAL HOSPITAL**

**The National University Hospital**

**University of the Philippines Manila**

**Taft Avenue, Manila**

***PHIC-Accredited Health Care Provider***

***ISO 9001 Certified***

**APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES**

**Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of application |  First Availment Renewal | Date of Application |  |
| Full Name (Last, Given, Middle) |  | Dept./Div./Office/Unit |  |
| Designation |  |  |

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number |  | Constituent University |  |
| Degree & Major |  | College/Department |  |
| Academic Year/Semester Admitted |  | Total Units Required |  | Total Units Earned |  |

**Classes Enrolled For** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Trimester/Summer, Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number and Title |  | Days |  | Time |  | Room/Mode of Learning |  | Units |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ***\*Please attach copy of grades from previous term and duty schedule form*** |  | Total Units Enrolled in: |  |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 **Signature of Applicant**

|  |  |  |
| --- | --- | --- |
| **A. Recommendation/Endorsement****APPROVED ACADEMIC LOAD OF APPLICANT** (If applicable only)**Actual teaching load unit** : \_\_\_\_\_ **Units credits for non-teaching : \_\_\_\_\_**1. Research : \_\_\_\_\_
2. Administrative Work : \_\_\_\_\_
3. Study : \_\_\_\_\_

 **Total Units : \_\_\_\_\_****Inclusive dates of current appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Endorsed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Dept. Chair/Div. Chief/Head of Unit/Office** **Recommending Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Deputy Director** | **B. HRDD Clearance/ODDA Action**[ ] **Duty Schedule Form**  Submitted to HRDD-BWRSReceived and noted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Status of Appointment**[ ] Permanent/Tenured[ ] Temporary/Non-Tenured/ContractualInclusive dates of current appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Leave Availed**[ ] On Study Leave [ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For enrollment in not more than \_\_\_\_\_\_\_\_\_\_ units\* with only \_\_\_\_\_\_\_units at reduced fees** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Chief Administrative Officer, HRDD** |
| **ODDA Action** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Deputy Director for Administration** |
| **C. APPROVED** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Director** **\*No employee shall be allowed to enroll beyond the total number of units approved herein.** |

#### Attachments:

1. Copy of approved request to study as per BOR approved minutes of September 25, 2003
2. Program study (For first time availment) and Form 5 (Registration Form) or Copy of grades (for renewal)

**Reminders:**

1. The total number of approved units for enrollment shall in no case constitute basis for claiming overload honorarium, as a general rule, faculty members with Study Load Credits (SLC) should not be assigned any overload teaching (Memo 40, sec 7.5 dated 21 July 1992, signed by Pres. Jose V. Abueva.
2. The rule on privilege to study and to study at reduced fees shall be subject to rules, and regulations and restrictions embodied in approved guidelines by the Board of Regents
3. Any changes in this application (e.g. LOA, change of course/schedule, etc.), provide a copy to HRDD.
4. Return approved form to HRDD together with two (2) photocopies and the required attachments.