

CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

STUDY PERMIT for FACULTY/STAFF

___ Semester/ Summer SY ___

Date _____
CPU School ID#: _____
Emp. Status: _____
Date Hired: _____

Attached Documents:

- Grades in the previous semester
- Scholarship Contract (if new applicant for scholarship)
- Justification Letter for No Grades/INC Grades
- Promissory Letter when to submit grades
- Others: _____

Faculty New
 Staff Continuing

Course to Enroll in : _____
(Course/Degree/Year Level/Major)

School _____
(Name of School and Address)

Subjects to enroll in	Units	Class Schedule	To be Filled up by Business Office For those on Tuition Waiver & Scholarship:	
			Tuition	Miscellaneous
TOTAL				

(for Faculty) My teaching load in the dep't./college _____ is ___ units
(for Staff) My work-hours in _____ are from ___ to _____
(Office) (Days)

I understand that if classes are held on such schedule that will create conflict between my teaching or work responsibilities and my studies, I will give my job the priority and attend first to my teaching/work responsibilities.

I certify that all data submitted in this form are true and correct.

School Attended	School Year	Units Earned	Scholarship
	Total Units		

Name and Signature

CERTIFIED ALLOWED TO ENROLL:

Name & Signature of
Dean/Principal of School Attended

To be checked and filled up by Department Head/Principal:

- He/she is being developed for the instruction program in the department of _____ on the subject area _____
- He/she is being developed for administrative purposes.
- Course taken is not in line with the subjects taught or job description as staff in the University.

If applying for Scholarship:

He/she is recommended to be given the following Scholarship Grant:

- Faculty/Staff Development CHED Others: _____

Recommended by:

Department Head (Name/Signature)

Dean/Principal (Name/Signature)

To be filled out by HRD Office:

This study permit is approved for Personal Expense Tuition Waiver Scholarship : _____
_____ Units

Name & Signature of HRDO Personnel:

Date:

Endorsed favorably by:

APPROVED by :

Director, HRDO

VPAA

President

Remarks:

Remarks:

Remarks: