VISAYAS
STATE UNIVERSITY

**OFFICE OF THEVICE PRESIDENT
FOR ACADEMIC AFFAIRS**
Visca Baybay City, Leyte 6521-A, Philippines
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Website: www.vsu.edu.ph

REQUEST FOR OFFERING OF UNSCHEDULED SUBJECT
___First Semester ⁄ Second Semester ___ Summer
Academic Year 2021 - 2022

Course Name & Title of Requested Subject: MGMT 199 UNDERGRADUATE SEMINAR
No. of Units: __1__   Pre-requisite: _____
No. of Hrs.:   Lec: _____   Lab: _____

Reason/s for the request (Indicate the number on the table):

[✓] graduating this semester
[ ] graduating next semester/prerequisite to the subject offered next semester

Printed Name of Student	Course/Year	Reasons*	Signature	Complied with Pre-requisite? (Yes or No)
1. BARCOS, DALIANE AUSTERO	BSAB-4	GRADUATING		NO
2. BEREZO, JOVEN REYES	BSAB-4	GRADUATING NEXT SEM		NO

(Continue on separate sheets, if necessary following the above table/or format)
Use the numbers for each reasons listed above, consider two or more numbers if applicable.

Conforme:

_____
ANGELITA L. PARADERO
(Signature over Printed Name of Faculty who will handle the subject)

Class Type: __⁄__ lec   ____lab

Recommending Approval:

_____
ANGELITA L. PARADERO
(Signature over Printed Name of Department Head)

_____
MOISES NEIL V. SERIÑO
(Signature over Printed Name of College Dean)

Approved:

_____
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

RECORDED:		CLASS SCHEDULE (to be filled up the Registrar)			
			Offering No.	Time	Day (s)	Room
_____ University Registrar		LEC				
		LAB				

FEES FOR REQUESTED SUBJECT
As per BOR Res. No. 17, s. 2002, these should be a minimum of 15 students per subject. If the number is less than 10, the total fees for 15 should be prorated among the enrolled students.

Graduate Courses		Undergraduate Courses	
Ph. D.	P 250.00 / Unit	Lecture	P 120.00 / Unit
MS	P 200.00 / Unit	Laboratory	P1,200.00/Subject (Vet. Med) P 1,000.00/Subject (Computer Science) P 500.00 / Subject (others)

This form should be filled up in 5 copies: 1 Registrar; 1 OVPAA; 1 OVPAF; 1 Dean; 1 Faculty Concerned

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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