



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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08 May 2014

MEMORANDUM ECA NO. 014-24

TO: ALL FACULTY

THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES

FROM: 
EVANGELINE C. AMOR, Ph.D.
University Registrar

SUBJECT: PERMIT FOR REMOVAL/COMPLETION FORM

Please be reminded that students who will be completing an INC or removing a grade of "4", must be enrolled and must also accomplish the completion/removal permit form. The permit is to verify the enrolment and the grade of the student.

Attached is the revised Permit for Removal/Completion Form.

Thank you very much for your cooperation.

University of the Philippines
PERMIT FOR COMPLETION/REMOVAL EXAMINATION
College of _____

Student No.: _____ Date: _____

Mr/Ms _____ is hereby permitted to submit completion requirements/take
(Printed Name)
removal examination in _____ incurred in the ___ Semester 20 ___ - 20 ___.

Fee: _____ OR # _____ Date of Payment: _____
(Subject)

APPROVED: _____
College Secretary

Date of Examination/Completion: _____ by: _____
Instructor's Signature over Printed Name

Note: No removal examination/completion of Inc shall be given without this permit duly approved.

IF EXAMINATION/COMPLETION IS BEYOND THE DATE OF EXAMINATION/COMPLETION, IT WILL BE INVALID. This permit must be attached to the report of the Instructor/Professor giving the removal/completion.

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