



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

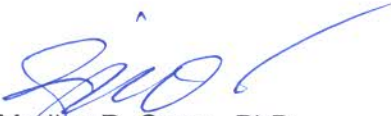
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22 March 2016

Memorandum No. MRC 16—11

FOR: COLLEGE SECRETARIES AND GRADUATE SCHOOL COORDINATORS

FROM:


Marilyn R. Canta, PhD
University Registrar

SUBJECT: TEMPLATE FOR CERTIFICATION OF NON-ATTENDANCE

Please find attached the template for Certification of Non-Attendance for students who enlisted in classes but did not withdraw their enlistment during the designated period.

Please note the added feature related to the verification of the signatures of the faculty and the endorsement by the College Secretary, who will verify that the withdrawal of enlistment is for ALL subjects enlisted in during the semester.

Thank you.

Certification of Non-Attendance

(for Withdrawal of Enlistment)

This certifies that (name of student) under _____ (degree program) with Student number _____ did not attend the class/es listed below during the (semester) of AY _____.

	Class Code	Course	Name of Faculty	Signature	Date	Verified by	Date
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____

This certification is issued upon the request of the student to process the late withdrawal of all of his/her enlistment/s.

Endorsed by:

College Secretary

Date: _____

I hereby understand that I will be tagged as "Low Priority" in the next term's Preenlistment or will be delayed for 1 hour in the next term's Real-time Enlistment due to this late withdrawal of enlistment that prevented other students from enrolling in the class slots I held.

Date