Republic of the Philippines  
BULACAN STATE UNIVERSITY  
Office of the Registrar  
City of Malolos, Bulacan  
Tel. No. (044) 791-2165

Date: __________________

The Registrar  
Bulacan State University  
City of Malolos, Bulacan

Madam:

I have the honor to request that I be allowed to ( ) add ( ) change the following subject(s) this semester/summer to my present load of _______ units:

<table>
<thead>
<tr>
<th>SUBJECT(S)</th>
<th>SECTION(S)</th>
<th>NO. OF UNIT(S)</th>
<th>SIGNATURE OF SUBJECT INSTRUCTOR/PROFESSOR</th>
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My reason for adding the subject(s) is:

__________________________________________________________________________

My reason for changing the subject(s) is:

__________________________________________________________________________

Very truly yours,

(Signature Over Printed Name)

(Course-Year and Section)

Student No: __________________

RECOMMENDING APPROVAL:

__________________________________________
(Dean)

APPROVED:

LEILANI M. LIZARDO  
Registrar IV

(To be filled by the Accounting Office)

Amount Paid: _____________________________
O.R. No.: _________________________________
Assessed By: ______________________________