



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
 Faculty Development Program

FACULTY DEVELOPMENT GRANT - INITIAL APPLICATION (LOCAL GRANT)

Application Form revised 28 August 2015

Name _____ ID No _____

Last First Middle

Department _____ SOH JGSOM SOSE SOSS

Faculty Status: FULL TIME/PERMANENT FULL TIME/CONTRACTUAL
 Faculty Rank: ASST INSTRUCTOR ASSOC PROF
 INSTRUCTOR PROF
 ASST PROF

_____ NO. OF YEARS AS FULL TIME FACULTY

Degree to be pursued _____ Program/Field _____

University to Attend _____ Enrollment BY SEMESTER
 BY TRIMESTER

Application to Cover: DELOADING TUITION AND FEES
 BOOK ALLOWANCE THESIS/DISSERTATION PRODUCTION ALLOWANCE

Applied with an external scholarship/grant? YES No

If yes, name the scholarship/grant _____

PROPOSED PROGRAM OF STUDY

SCHOOL YEAR	TERM	NUMBER OF UNITS		
		TEACHING LOAD	OTHER LOAD (E.G. RESEARCH, ADMIN, ETC. IF ANY)	APPLIED STUDY LOAD
20__ - 20__	SUMMER			
	1 ST SEM (1 ST TRI)			
	(2 ND TRI)			
	2 ND SEM (3 RD TRI)			
	TOTAL NO. OF UNITS			
20__ - 20__	SUMMER			
	1 ST SEM (1 ST TRI)			
	(2 ND TRI)			
	2 ND SEM (3 RD TRI)			
	TOTAL NO. OF UNITS			
20__ - 20__	SUMMER			
	1 ST SEM (1 ST TRI)			
	(2 ND TRI)			
	2 ND SEM (3 RD TRI)			
	TOTAL NO. OF UNITS			
20__ - 20__	SUMMER			
	1 ST SEM (1 ST TRI)			
	(2 ND TRI)			
	2 ND SEM (3 RD TRI)			
	TOTAL NO. OF UNITS			
		OVERALL TOTAL OF DELOADING UNITS:		

SCHOOL YEAR	TERM		CHECK IF APPLYING FOR THE FOLLOWING		
	START (e.g. summer, or 1 st trimester)	END (e.g. 2 nd sem, or 3 rd trimester)	TUITION & FEES	BOOK ALLOWANCE	THESIS/DISSERTATION PRODUCTION ALLOWANCE
20__ - 20__					
20__ - 20__					
20__ - 20__					
20__ - 20__					

PLEASE READ:

1. Please attach the following:
 - a. Letter of Application for Faculty Development Grant
 - b. Acceptance letter from the University (for New Student)
 - c. Official Curriculum from the University (for New Student)
 - d. For those applying for study load, provide a proposed time table for thesis/dissertation writing duly noted by the thesis/dissertation adviser.
 - e. Contracts and other documents of scholarship and/or grants
2. Maximum allowed study load (deload units) for MA is 15 units and 24 units for Ph.D.
3. For Study Load, please indicate when you plan to take "comps", thesis writing/defense
4. The applicant is encouraged to use the deloading benefits for thesis/dissertation writing and defense. However a maximum of 3 units deloading may be requested for comprehensive exam.
5. Revisions to the program of study must be made applied for and approved by the Faculty Development Committee.
6. Submission of copies of grades for each semester is a requirement for disbursement of tuition and fees for the next semester, while submission of original receipts is a requirement for disbursement for book allowances and thesis/dissertation production allowances.

FACULTY DEVELOPMENT HISTORY:	
<p>Previously applied for a Faculty Development Grant?</p> <p>If yes, degree pursued _____</p> <p>Year Graduated _____</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> No</p> <p>Program/Field _____</p> <p>Service Return (no. of years) _____</p>

Signature of Applicant _____

Date _____

