



**ATENELO DE MANILA UNIVERSITY**  
**LOYOLA SCHOOLS**  
 Faculty Development Program

**TUITION DISCOUNT & FACDEV TUITION AND FEES FORM**

Name \_\_\_\_\_ ID No \_\_\_\_\_

Last First Middle

Department \_\_\_\_\_  SOH  JGSOM  SOSE  SOSS

Faculty Rank:  ASST INSTRUCTOR  INSTRUCTOR  ASST PROF  ASSOC PROF  PROF

Degree pursued \_\_\_\_\_ Program/Field \_\_\_\_\_

School year 20\_\_ to 20\_\_  SUMMER  1<sup>ST</sup> SEMESTER  2<sup>ND</sup> SEMESTER

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Noted by: Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**STEP 1: UNIVERSITY TUITION DISCOUNT.**  
 For faculty doing course work proceed to the HRMOD Office.

TO BE FILLED UP BY THE HRMOD OFFICE	
PERSONNEL CATEGORY:	_____
EMPLOYMENT STATUS:	_____
WORKLOAD:	_____
REMARKS:	_____
_____	
THE APPLICANT IS ENTITLED TO A TUITION DISCOUNT AS INDICATED	<input type="checkbox"/> 50% (FT) <input type="checkbox"/> 25% (PT)
VERIFIED AND APPROVED BY:	
HRMOD OFFICE PERSONNEL	_____
DATE	_____

**STEP 2: ENROLLMENT.** Show this form to the assessors to avail the University Tuition Discount. After assessment, proceed to the OVPLS.

**STEP 3: FACDEV TUITION & FEES GRANT.**  
 (Please attach a copy of your grades from last semester/trimester)

TO BE FILLED UP BY THE OVPLS	
TUITION FEE	_____
REGISTRATION FEE	_____
LIBRARY FEE	<i>(Waived for Faculty Members of the Loyola Schools)</i>
LABORATORY FEE <i>(Lab deposit fee excluded)</i>	_____
THESIS/DISSERTATION DIRECTION	_____
COMPREHENSIVE EXAM FEE	_____
ORAL DEFENSE FEE	_____
IDENTIFICATION CARD	<i>(Will be shouldered by Faculty Member)</i>
DEVELOPMENT FEE	_____
<b>TOTAL</b>	_____

**STEP 4:** Submit this form together with your assessment form to the Central Accounting Office-Student Account Section.

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 (To be filled by the Office of the Vice President for the Loyola Schools)

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
Approved amount: PhP	_____	Assistant to the Vice President for the Loyola Schools
To be debited from		_____
<b>Budget Item: Faculty Development Fund</b>		Date