

Date

The President  
The Philippine Women's University  
Taft Avenue, Manila

Through Channels

Dear Sir:

This is to apply for a Graduate Study Tuition Privilege for faculty members under OP No. \_\_\_\_\_ dated \_\_\_\_\_.

I hereby submit the following in support of my application.

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Classification: Part-time ( )  
Full-time ( )

Tuition Privilege applied for SY \_\_\_\_\_  
 1<sup>st</sup> Trimester  
 2<sup>nd</sup> Trimester  
 3<sup>rd</sup> Trimester  
 Summer

**FOR HRDMD ONLY**

No. of Years : \_\_\_\_\_

Date joined PWU : \_\_\_\_\_

\_\_\_\_\_ years of service as **PART TIME**

\_\_\_\_\_ years of service as **FULL TIME**

Verified by: \_\_\_\_\_

Thank you very much.

Sincerely yours,

\_\_\_\_\_  
Recommended by:

\_\_\_\_\_  
Dean/Dept. Head

**APPLICATION PROCEDURES:**

1. Application and Affidavit of Undertaking form may be requested from the Scholarship Committee at the Office of the President.
2. Faculty member secures service verification/certification from HRDMD.
3. Faculty member submits duly filled up form together with notarized Affidavit of Undertaking to the Dean/Head for endorsement to Scholarship Committee at least (1) **one month** before the start of the SY/Trimester.
4. The Scholarship Committee convenes and submits recommendation to the President for final approval.
5. Application must be submitted and duly approved before the tuition privileges may be enjoyed.

**AFFIDAVIT OF UNDERTAKING  
GRADUATE STUDY PRIVILEGE FOR FACULTY MEMBERS  
WITH LESS THAN THE REQUIRED LENGTH OF SERVICE**

I, \_\_\_\_\_ (full name \_\_\_\_\_), \_\_\_\_\_ years old, \_\_\_\_\_ (part or full)-time faculty member in \_\_\_\_\_ subject/course \_\_\_\_\_ at the PWU School of \_\_\_\_\_, hereby state:

1. That I am awardee of the Fifty Percent (50%) Tuition Privilege for graduate studies leading to the degree of \_\_\_\_\_ effective the \_\_\_\_\_ trimester, school year 20\_\_\_\_-20\_\_\_\_;
2. That in exchange for the above-cited privilege, I hereby commit as follows:
  - 2.1 Pursue my studies assiduously and earn the degree within the prescribed curricular period of study or not later than the \_\_\_\_\_ trimester, school year 20\_\_\_\_-20\_\_\_\_, whichever is applicable;
  - 2.2 Teach the courses assigned to me even as I pursue my studies and teach an additional \_\_\_\_\_ years following my completion of the course and my graduation therefrom;
3. That in the event that I feel that I will be unable to fulfill my above-specified commitment I shall notify my Dean at least one-trimester in advance and submit an extension or alternative plan for consideration by the University official or body concerned;
4. That in the event that I shall not able to fulfill my commitment notwithstanding the foregoing, I shall reimburse the University the total value, including interest charges, of the privilege accorded me immediately or in accordance with a schedule the University may prescribe, submitting whatever requirements may be called for to ensure my compliance with my obligation.

AFFIANT FURTHER SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto signed this Affidavit this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Affiant  
TIN/PASSPORT no. \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Place of issue \_\_\_\_\_  
PWU I.D. # \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No., \_\_\_\_\_;  
Series of 2011.

To be accomplished in five (5) copies and distributed as follows:

1. Original – Affiant
2. Dean
3. Office of the President
4. Finance / Accounting
5. HRD