

**Petitioned Subject**

**in Special Class/Tutorial Basis**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**DR. ROMEO DC. INASORIA, DPA**

Chancellor, Main Campus

Dear Dr. Inasoria:

Greetings!

I am a (year) student of (course) as confirmed by the Office of the University Registrar. To complete the requirements of the program, I need to enroll (Course Code) (Course Title) in (Special/Tutorial) basis because (reason for requesting to enroll subjects).

I am therefore, respectfully requesting your good office to allow me to enroll the above-mentioned subject/s.

I am hoping that my request merits your kind consideration and favorable action.

Thank you.

Respectfully yours,

Faculty to handle the subject: (Name of Faculty)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the Student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Course, Year and Section)

Endorsed: Confirmed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ALBERT B. VILLENA**

Dean University Registrar

Approved:

**ROMEO DC. INASORIA, DPA**

Chancellor, Main Campus

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| *Note: Email your accomplished Request Letter for Petitioned Subject to your respective College to the email provided below:* | | | | | | | | |
|  |  |  |  | |  | |  |  | |
| College of Architecture and Fine Arts: | [cafa@bulsu.edu.ph](mailto:cafa@bulsu.edu.ph) | College of Engineering: | | | | [coe@bulsu.edu.ph](mailto:coe@bulsu.edu.ph) | | |
| College of Arts and Letters: | [cal@bulsu.edu.ph](mailto:cal@bulsu.edu.ph) | College of Education: | |  | | [coed@bulsu.edu.ph](mailto:coed@bulsu.edu.ph) | | |
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| College of Hospitality and Tourism | [chtm@bulsu.edu.ph](mailto:chtm@bulsu.edu.ph) | College of SSP | |  | | [cssp@bulsu.edu.ph](mailto:cssp@bulsu.edu.ph) | | |
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