

Service: Request for Shifting Program

Schedule of Availability of service:

Monday – Friday
8:00am – 12:00pm
1:00pm – 5:00pm

Who may avail of the Service:

All Students

What are the requirements:

- Copy of Grades for reference by Sending and Accepting Department

Forms: None

Fee: None

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Secure and Fill Out Shifting Permit from the Registrar's Office	Issue Request Form	5 minutes	Clerk Registrar	Shifting Permit
2	Proceed to the Guidance Officer for counseling	Interview students	20 minutes	Guidance Counselor	
3	Proceed to the new Department Chairman for evaluation	Check the merit of shifting Approve Shifting	15 minutes	Department Chairman concern	
4	If approved by the Sending Department Chair, proceed to the accepting department chairman for evaluation	Evaluate the student's record and see if he/she is qualified in the program Approve the Shifting Permit	30 minutes	Department Chairman concern	
5	Submit the Approved Shifting Permit to the Registrar's Office	Record, Evaluate and give the corresponding curriculum	15 minutes	Clerk Registrar	
End of Transaction					