

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
 College, Laguna

REPS Development Fund
REPS Formal Education Support (RFES)

_____ Date

1. Name of Applicant: _____ Appointment Status: _____
2. Unit: _____
3. Designation: _____
4. Email Address: _____
5. Contact Number(s): _____
6. Graduate degree being pursued: _____
7. Performance rating for the last (2) rating periods: _____
8. Grant being applied for:

<input type="checkbox"/> a. Tuition	<input type="checkbox"/> c. Thesis/Dissertation Aid
<input type="checkbox"/> b. Semestral Allowance	<input type="checkbox"/> d. Other Authorized School Fees: Specify _____

<p>Recommended by:</p> <p>If not permanent, will his/her appointment be renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes? For what period? _____</p> <p>_____ Immediate Supervisor Date</p>	<p>Endorsed by:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%; text-align: center;">_____ Head of Unit</td> <td style="width: 30%; text-align: center;">_____ Date</td> </tr> <tr> <td style="width: 70%; text-align: center;">_____ Dean</td> <td style="width: 30%; text-align: center;">_____ Date</td> </tr> </table>	_____ Head of Unit	_____ Date	_____ Dean	_____ Date
_____ Head of Unit	_____ Date				
_____ Dean	_____ Date				
<p>Action of the REPS Development Fund Committee:</p> <p>Recommending Approval/Disapproval Comments: _____ _____ _____</p> <p>NATHANIEL C. BANTAYAN _____ RDFC Chair Vice Chancellor for Research & Extension</p>	<p>APPROVED/DISAPPROVED:</p> <p align="center">JOSE V. CAMACHO JR. Chancellor</p> <p align="right">_____ Date</p>				

Requirements:

1. Letter request for funding indicating relevance of the degree to the unit's mandate and the applicant's professional development.
2. Certification of performance ratings during the last two (2) consecutive rating periods certified by OVCRE
3. Certified true copy of grades, as applicable
4. Proof of admission
5. Copy of study plan
6. Staff profile and certification that no substitute will be required by the unit (for semestral allowance)
7. Copy of approved thesis/dissertation proposal signed by the adviser (for thesis/dissertation grant)
8. Contract of Obligation (for REPS without existing return service contract with the University)