





**LYCEUM OF THE PHILIPPINES LAGUNA**  
Km. 54 National Highway, Makiling, Calamba City, Laguna

## ACCOUNTING'S COPY

**STUDENT NO.** \_\_\_\_\_

## DROPPING FORM

Date: \_\_\_\_\_

Reason for Dropping: \_\_\_\_\_

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Interviewed by: \_\_\_\_\_ Student's Signature \_\_\_\_\_

### Guidance Counselor

Recommending Approval: Approved:

### Accountant

FM-LPU-L-REGO-21  
Revision: 04  
Effective: August 1, 2019



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**Chairperson/Dean**

### Registrar

### Accountant

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## **DROPPING PROCEDURE**

1. Consult Guidance Counselor
2. Fill up Dropping Form ( FM-LIT-REGO-28 )
3. Inform your teacher for each subject and secure teacher's signature.
4. Seek recommendation for approval from your respective Dean/Chairperson
5. Seek Registrar's approval
6. Pay dropping fee at the Cashier
7. Submit processed Dropping Form at the Registrar's Office

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