



**JOHN B. LACSON COLLEGES FOUNDATION (BACOLOD), INC.**  
(Formerly Iloilo Maritime Academy)  
Aljis, Bacolod City



To be accomplished in three (3) copies

**BASIC EDUCATION DEPARTMENT**  
**DepEd School ID No. 403019**

### BED Form 8

Copy for:

## Changing/Adding/Dropping of Subjects/Withdrawal of Enrollment

Date

## The Principal Basic Education Department

Dear Sir/Ma'am:

On behalf of my son/daughter, \_\_\_\_\_, of Grade \_\_\_\_\_ Section \_\_\_\_\_

I would like to withdraw his/her enrolment.  
 I would like to request for his/her transfer/shift of strand.

From \_\_\_\_\_ To \_\_\_\_\_

I would like to request for the Changing/Dropping/Adding of Subject(s).

**SUBJECT(S) TO BE DROPPED**

**SUBJECT(S) TO BE ADDED**

This request is effective on \_\_\_\_\_, 20 \_\_\_\_ for the following reason/s \_\_\_\_\_

Very respectfully yours,

Approved by:

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(Parent's Name & Signature)

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## Relationship (for authorized representative only)

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## Principal

*"To maintain the highest standards of Quality, Health, Safety, Environmental Protection and Pollution Prevention in our consistent drive to satisfy and strive to exceed customer expectations."*

/eh

