

Date

**NAME OF PROGRAM CHAIR**

MDC Program Chair  
UP Open University

Dear Ma'am/Sir,

I am writing to ask for your formal approval to change my adviser state reason/s.

- State topic of thesis
- State plans for the thesis process
- State the name of new adviser, and panel members

Additional points/justification for change of adviser appeal.

Thank you so much and hoping for your approval.

Sincerely,

[SIGNATURE]

**FULL NAME**

Student Number  
Master of Development Communication

**APPROVED BY:**

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**ADVISER**

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**NOMINATED ADVISER**

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**DR. BENJAMINA PAULA G. FLOR**  
**MDC Program Chair**

Send the letter to [mdcprogramsupport@upou.edu.ph](mailto:mdcprogramsupport@upou.edu.ph)