



**PERMIT TO GIVE EXAMINATION/HOLD CLASS
OUTSIDE OF REGULAR CLASS SCHEDULE**

Course Number: AgSc 20 Course Title: BASIC FARM MACHINERIES AND MECHANIZATION
Semester: 1st / 2nd Academic Year: 2023 - 2024
☐ Lecture ☒ Laboratory Regular Class Schedule: W 1:00 - 4:00

May I request to ☒ hold exam ☐ conduct class outside of the regular schedule to
(date and time) May 2, 2024
3:00 - 5:00 p.m. at the (venue) DA Rm - 203

for the following reasons:

- ☐ Exam in departmental and students taking the exam belong to different sections.
☒ Regular meeting day has declared a holiday (May 1, 2024)
☐ other (please specify) _____

I hereby certify that the above schedule is agreed upon by all students concerned and not in conflict with any calendared University activity. Students who cannot take the exam/attend the Class due to justifiable reason agreed to make up at a convenient time.

ANGELA R. ESCOTO
Signature over Printed Name of Faculty

Recommending Approval: <u>DIONESTO M. BAÑOC</u> Department Head	Noted: <u>CHONA A. BRIT</u> Dean of Students	Approved: <u>VICTOR B. ASIO</u> College Dean
Date: _____	Date: _____	Date: _____

to be accomplished after the examination/class was conducted
CERTIFICATION

This is to certify that the above examination/make-up class was conducted on:

☐ date(s), time, and venue stated above

☐ Changed schedule: Date: _____ Time: _____

Venue: _____

If changed, state reason(s):

Certified True and Correct:

ANGELA R. ESCOTO
Name and Signature of Faculty
Date: 4/29/2024

DIONESTO M. BAÑOC
Name and Signature of Department Head
Date: _____

** to be accomplished in 3 copies*

