



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

Course Number: AgSc 20 Course Title: Basic Farm Machinery and Mechanization
 Semester: 1st 2nd Academic: 2023 - 2024
 Year: _____
 Lecture Laboratory Regular Class Schedule: (Fri) Wednesday 1-4 pm

May I request to hold exam conduct class outside of the regular schedule to
 (date and time) May 11, 2024 - 10am - 12nn at the (venue) DA-203

for the following reasons:

- Exam in departmental and students taking the exam belong to different sections.
- Regular meeting day has declared a holiday
- other (please specify) delayed class discussion due to suspension of classes

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.

JANNAH O. QUILARW

Signature over Printed Name of Faculty

Recommending Approval: <u>DIONESIO M. BAÑOC</u> Department Head	Noted: <u>CHONA A. BRIT</u> Dean of Students	Approved: <u>VICTOR P. ASIO</u> College Dean
Date: <u>5/9/2024</u>	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:

JANNAH O. QUILARW
Name and Signature of Faculty
Date: 5/9/2024

DIONESIO M. BAÑOC
Name and Signature of Department Head
Date: 5/9/2024

* to be accomplished in 3 copies

