



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

Course Number: Envi 11 Course Title: Environmental Science
Semester: 1st 2nd Academic Year: 2023 - 2024
[/] Lecture [] Laboratory Regular Class Schedule: MTh 8:30-10:00
May I request to [] hold exam [/] conduct class outside of the regular schedule to
(date and time) 10/01/23 (7:00am-8:30am) at the (venue) Virtual via Google Meet

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) Regular meeting was cancelled due to intramurals activities

Hiring took effectivity on September 1, 2023, two weeks after the official start 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.

MICHELLE P. WENCESLAO-BAJAN
Signature over Printed Name of Faculty

Recommending Approval: ELIZA D. ESPINOSA Department Head	Noted: CHONA A. BRIT OIC, Dean of Students	Approved: DENNIS P. PEQUE 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:

Name and Signature of Faculty
Date: _____

Name and Signature of Department Head
Date: _____

* to be accomplished in 3 copies