



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department		Date of Filing
MERRY JEAN A. CAPARAS		ISRDS		January 18, 2023
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
DSOC 221	W (9:00-12:00)	3	Students will be writing their final paper for the course.	
Reason(s) of:				
a. Leave: Date(s): <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> others (Pls. specify):		b. Travel: Date(s) <u>January 19, 2023</u>		
Conforme:		Prepared by:		
N/A (VC in lieu of classes) Name & Signature of person taking over the classes(s)		 MERRY JEAN A. CAPARAS Instructor/Professor		
Approved by: MOISES NEIL V. SERIÑO Dean, CME Date: _____				

*to be accomplished in 2 copies