



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

Course Number: NGTPIIC and NGTPIIR Course Title: Civic Welfare Training Service  
Semester: ☒ 1<sup>st</sup> ☐ 2<sup>nd</sup> Academic Year: 2023 - 2024  
[☒] Lecture [☐] Laboratory Regular Class Schedule: 7:00 - 12:00 (Saturday)

May I request to [☐] hold exam [☒] conduct class outside of the regular schedule to

(date and time) 1:00pm - 5:00 pm at the (venue) VSV Gym and Lower Oval

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) Make-up

**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.

JOY A. BELLEN

Signature over Printed Name of Faculty

Recommending Approval:

Noted:

Approved:

JOY A. BELLEN

CHONA BRIT

JOY A. BELLEN

Department Head

OIC-Dean of Students

Director

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:

JOY A. BELLEN

Name and Signature of Faculty

Name and Signature of Department Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*\* to be accomplished in 3 copies*