



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, MTh 10:00-11:30, MTh 13:00-1:00, MTh 4:30-5:30, TF 8:30-10:00, TF 10:00-11:30, TF 4:00-5:30

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

(date and time) 10-04-23 (8:00-9:00, 9:00-10:00, 10:00-11:00, 11:00-12:00, 1:00-2:00, 2:00-3:00, 3:00-4:00)

at the (venue) Plant Science Building-DPBG 12
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) Hiring took effectivity on September 1, 2023, two weeks before 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.

MARY JOY B. RAYMUNDO
Signature over Printed Name of Faculty

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

Name and Signature of Faculty
Date: _____

Name and Signature of Department Head
Date: _____

* to be accomplished in 3 copies