



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

Course Number: Envi 110 Course Title: Natural Resource and Environmental Management  
Semester: 1<sup>st</sup> / 2<sup>nd</sup> Academic Year: 2023 - 2024  
[ / ] Lecture [ ] Laboratory Regular Class Schedule: Tuesday 5:00-6:00

May I request to [ ] hold exam [ / ] conduct class outside of the regular schedule to  
(date and time) May 11, 2024, 10:00- 11:00 at the (venue) virtual class via google meet (synchronous)  
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 day has declared a wellness day (April 30,2024)

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:	Noted:	Approved:
TEOFANES A. PATINDOL Department Head	CHONA A. BRIT OIC, Dean of Students	RENEZITA S. COME 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:

MICHELLE P. WENCESLAO-BAJAN  
Name and Signature of Faculty  
Date: \_\_\_\_\_

TEOFANES A. PATINDOL  
Name and Signature of Department Head  
Date: \_\_\_\_\_

\* to be accomplished in 3 copies