



**ARRANGEMENT FOR CLASS(ES) MISSED**

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

<b>Name of Faculty</b>		<b>Department</b>	<b>Date of Filing</b>
LILIAN B. NUÑEZ		ISRDS	July 3, 2025
<b>Subject(s) Taught</b>	<b>Class Schedule</b>	<b>No. of Students</b>	<b>Arrangement for classes missed/ to be missed</b>
No classes affected.			
Reason(s) of:  a. Leave: Date(s): ___ Vacation ___ Sick ___ others (Pls. specify):		b. Travel: Date(s) <u>July 8-11, 2025</u>	
<b>Conforme:</b>  <u>N/A</u> Name & Signature of person taking over the classes(s)		<b>Prepared by:</b>  <u>LILIAN B. NUÑEZ</u> Instructor/Professor	
<b>Approved by:</b>  <u>VANESSA E. GABUNADA</u> Dean, FHSS Date: _____			

*\*to be accomplished in 2 copies*

