




VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

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
MAREJEN A. VILLAREMO		Eco-FARMI	August 1, 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
			*No schedule of classes yet, but if it is affected, I will conduct make-up class.
Reason(s) of: a. Leave: Date(s): ___ Vacation ___ Sick ___ others (Pls. specify): Attend PAA Regional Convention		b. Travel: Date(s) <u>September 17-20, 2024</u>	
Conforme: _____ Name & Signature of person taking over the classes(s)		Prepared by:  MAREJEN A. VILLAREMO Instructor/Professor	
Approved by: LIJUERA J. CUADRA Department Head Department of Agricultural Extension and Education (DAEEEx) Date: _____			

*to be accomplished in 2 copies



ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

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