



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

Course Number:	ENVI 110	Course Title:	NATURAL RESOURCE AND ENVIRONMENTAL MANAGEMENT
Semester	<u>1st</u> / <u>2nd</u>	Academic Year:	<u>2023 - 2024</u>
<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory	Regular Class Schedule:	<u>WEDNESDAY 16:00-19:00</u>
May I request to <input type="checkbox"/> hold exam <input type="checkbox"/> conduct class outside of the regular schedule to			
(date and time) <u>MAY 11, 2024, 09:00-13:00</u>		at the (venue) <u>Google Meet (virtual class)</u>	
for the following reasons:			
<input type="checkbox"/> Exam in departmental and students taking the exam belong to different sections.			
<input type="checkbox"/> Regular meeting day has declared a holiday			
<input type="checkbox"/> other (please specify) _____			

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.


JANNELLE G. ASOMBRADO
Signature over Printed Name of Faculty

Recommending Approval:	Noted:	Approved:
<u>TEOFANES A. PATINDOL</u>	<u>CHONA A. BRIT</u>	<u>RENEZITA S. COME</u>
Department Head	OIC, Dean of Students	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:

JANNELLE G. ASOMBRADO
Name and Signature of Faculty
Date: _____

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

** to be accomplished in 3 copies*