



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

Course Number: NSTP12r
Semester: 1st ☒ 2nd

Course Title: Reserve Officers Training Corps (ROTC)
Academic Year: 2022 - 2023

☒ Lecture ☐ Laboratory

Regular Class Schedule: Saturday

May I request to ☐ hold exam ☒ conduct class outside of the regular schedule to

(date and time) March 15, 2023 (8am-5pm) at the (venue) VSU Lower Oval

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) ROTC Presentation of Sponsors and Escorts

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.

NOEL A. CAGASAN

Signature over Printed Name of Faculty

Recommending Approval:

Noted:

Approved:

JOY A. BELLEN

MANOLO B. LORETO, JR.

JOY A. BELLEN

Department Head

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:

JOY A. BELLEN

Name and Signature of Faculty

Name and Signature of Department Head

Date: _____

Date: _____

** to be accomplished in 3 copies*