





## 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
JULIOUS B. CERNA		Department of Food Science and Technology	December 9, 2021
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
FTec 143 – Food Engineering II ABEn 167 – Food Processing Eng.	5:00-6:30 1:00-4:00	19 8	no missed classes - final exam week
Reason(s) of: Travel to Ormoc City on December 13, 2021 to establish a formal coordination and documentation of jackfruit farming practices in OCJPA farms.  a. Leave: Date(s) _____ ____ Vacation ____ Sick ____ others (Pls. specify) _____		b. Travel: Date(s) <u>December 13, 2021</u>	
<b>Conforme:</b>  <u>NA</u> Name & Signature of person taking over the classes(s)		<b>Prepared by:</b>  <b>JULIOUS B. CERNA</b> Name & Signature of Instructor/Professor	
<b>Approved by:</b>   <b>LORINA A. GALVEZ</b> Name & Signature of Immediate Supervisor Date: <u>Dec. 9, 2021</u>			

\*to be accomplished in 2 copies