



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

Course Number: AgSc 20 Course Title: Basic Farm Mechanization and  
Semester 1<sup>st</sup> ☒ 2<sup>nd</sup> Academic 2023 - 2024  
Year: FI25-10-1pm M  
☐ Lecture ☒ Laboratory Regular Class Schedule: FI19-1-4 pm M

May I request to ☒ hold exam ☐ conduct class outside of the regular schedule to  
(date and time) March 10, 2024 2<sup>05</sup> 119 at the (venue) Department of Soil Science - 119

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) the students requested to move the exam to have enough time to study

**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.

DANNAH P. QUILARDO  
Signature over Printed Name of Faculty

Recommending Approval: <u>DIONESIO M. BAÑOC</u> Department Head	Noted: <u>CHONA A. BRIT</u> Dean of Students	Approved: <u>VICTOR B. ASIO</u> College Dean
Date: <u>2/4/2024</u>	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:

DANNAH P. QUILARDO  
Name and Signature of Faculty  
Date: 2/4/2024

DIONESIO M. BAÑOC  
Name and Signature of Department Head  
Date: 2/4/2024

*\* to be accomplished in 3 copies*

