



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

Course Number: NSTP IIR Course Title: Reserve Office Training Corps
Semester: 1st 2nd Academic Year: 2022 - 2023

☒ Lecture ☐ Laboratory

Regular Class Schedule: _____

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

(date and time) Dec. 01, 2022: 0500-0600pm at the (venue) NSTP office

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) _____

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.

LTC NOEL A. CAGASAN GSC (INF) PA
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: 29 Nov 2022

Date: _____

Date: 29 Nov 2022

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:

Name and Signature of Faculty

Date: _____

JOY A. BELLEN

Name and Signature of Department Head

Date: _____

* to be accomplished in 3 copies