



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
JEROME O. ARRIBADO		Eco-FARMI	August 1, 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
			*No schedule of classes yet, but if it is affected, I will conduct make-up class.
Reason(s) of: a. Leave: Date(s): ___ Vacation ___ Sick ___ others (Pls. specify): Attend PAA Regional Convention		b. Travel: Date(s) <u>September 17-20, 2024</u>	
Conforme: _____ <i>Name & Signature of person taking over the classes(s)</i>		Prepared by:  JEROME O. ARRIBADO <i>Instructor/Professor</i>	
Approved by: MANUEL D. GACUTAN, JR. <i>DAS/Head</i> Date: _____			

*to be accomplished in 2 copies

