





## ARRANGEMENT FOR CLASSES MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department		Date of Filing
Subject(s) Taught	Class Schedule	No. of Students	Arrangements for classes missed/to be missed	
AGEC 197 – Methods of Agricultural Research (Lecture)	Tuesday, 2-4 pm	2	The discussion of topics that are indicated in the OBE Syllabus essential in equipping the students with the knowledge to prepare a research proposal or thesis outline is completed. During the period of leave of absence, the students are required to perform desktop research and work towards the completion of their draft research proposals.	
AGEC 197 – Methods of Agricultural Research (Laboratory)	Friday, 8-11 am	2		
ECON 214 – National Income and Employment	Wednesday, 2-5 pm	1	Conduct make-up classes.	
Reason(s) of:				
a. Leave: Date <u>1-12 December 2022</u> <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input checked="" type="checkbox"/> Other (Educational Tour and Forced Leave)		b. Travel: Date(s): _____		
Conforme:		Prepared by:		
<u>N/A</u> Name & Signature of the person taking over the classes		 <b>FE M. GABUNADA</b> Name & Signature of Instructor/Professor		
Approved by:   <b>DHENBER C. LUSANTA</b> Name & Signature of Immediate Supervisor Date: _____				

\*to be accomplished in 2 copies