Republic of the Philippines

**MABALACAT CITY COLLEGE**

Rizal St., Dolores, Mabalacat City, Pampanga

**REQUEST FORM FOR MAKE UP CLASS**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Vice President for Academic Affairs**

Mabalacat City College

Mabalacat City, Pampanga

**Madam:**

 May I respectfully request permission to conduct make up class/es for my absent/absences last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 The following are the affected class/es during my absence:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course/Section | Topic to Cover | Subject  | Schedule | Room No |
|  | DAY/S | TIME |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 The following will be the proposed schedule of my make up class to cover the missed lessons:

|  |  |  |  |
| --- | --- | --- | --- |
| Course / Section | Subject | Schedule | Room No. |
| DATE | TIME |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature Over Printed Name)

Recommending Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program Head Dean of Institute

APPROVED/DISAPPROVED:

\_\_\_\_\_ with pay

\_\_\_\_\_ without pay

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs

*Accomplish in three (3)copies: HRD/Dean/Employee*

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