



PERMIT TO CONDUCT MAKE-UP CLASS

LEONARD T. APILIS, PhD
Director, Open University

Dear Dr. Apilis:

This is to request permission to conduct make-up class/es for my Open University subject/s:

SUBJECT CODE	SUBJECT TITLE	Date of Absence: (Time,Day and Room)	Date of Make-up class:(Time,Day,Room)

The reason for my absence during scheduled class/es is:

Thank you very much

Very truly yours,

Signature of faculty over printed name
Date signed: _____

Noted:

Approved by:

Assistant Director, Open University

LEONARD T. APILIS, PhD
Director, Open University



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Director, Open University

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