**PERMIT TO CONDUCT MAKE-UP CLASS**

**LEONARD T. APILIS**

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) |
| HRM 206/CM 206 | RESEARCH METHODOLOGY | 7:00AM-10:00AM  September 4, 2021 | 8:00AM-11:00AM September 4, 2021 |

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

­Thank you very much

Very truly yours,

**NAME O. FACULTY**

Signature of faculty over printed name

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noted: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **LEONARD T. APILIS**

Assistant Director, Open University Director, Open University

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Republic of the Philippines

Benguet State University

Open University

La Trinidad, Benguet 2601

www.bsu.edu.ph

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Assistant Director, Open University Director, Open University