

Global Reciprocal Colleges
Human Resource Department

Request for Make-Up Class

Date Filed:

Name of Faculty:

Subject and Original Class Schedule:

Date and Time of Make-Up Class:

Reason:

Noted by:

Program Head/Dean

Ma. Luz P. Marquez
HR Manager

Approved by:

Mr. Carmelo Jose A. Buhain
Administrative Head

Note:

- Filing of make-up class is two weeks before the midterm examination.
- The HRD will notify the faculty for the approval of make-up class
- Missed classes filed using service incentive leaves are no longer entitle for filing make-up classes.
- The make-up class schedule must be agreed both by the students and the teacher in their common available time.