

Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_

School Year:

Human Resources Office

Ateneo de Cagayan

Xavier University

**NON-REGULAR INSTRUCTIONAL ACTIVITIES**

DEPT/UNIT:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| SUBJECT/S | DAY | TIME | ROOM | DATE | TIME | VENUE | REASONS/ACTIVITIES |
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NAME OF FACULTY:

Regular Schedule

Changes to be made

Faculty Signature

*This form is available at HR Office and XU Webpage*

***After completion of this form, please submit to HR Office.***

***Note: If the activities are conducted outside the University, it should be approved ahead by AVP Office with waiver.***

DEAN

Department Chair

ENDORSED/APPROVED:

RESOURCE PERSONS and/ or MATERIALS TO BE USED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_