

COURSE MATERIAL ENDORSEMENT FORM

IMPORTANT INFORMATION

- ✓ ENSURE THAT ALL COURSE MATERIALS PRESENTED COMPLY TO THE SET STANDARDS AND CRITERIA REQUIRED BY THE COURSE
- ✓ ACCOMPLISH ALL THE SPECIFIED DETAILS BELOW AND ATTACHED THE SUPPLEMENTARY MATERIALS REQUIRED
- ✓ ALL ENDORSEMENTS SHOULD BE SUBMITTED ON OR BEFORE THE 6TH WEEK OF THE REGULAR TERM TO BE DELIBERATED BY THE BOARD THEREAFTER
- ✓ ENDORSED COURSE MATERIAL/S DULY APPROVED BY THE BOARD SHALL TAKE EFFECT ON THE SUCCEEDING TERM

TITLE OF COURSE MATERIAL	DATE OF SUBMISSION
AUTHOR OF COURSE MATERIAL	TYPE OF MATERIAL
 	<input type="checkbox"/> TEXTBOOK <input type="checkbox"/> LECTURE NOTES <input type="checkbox"/> LABORATORY MANUAL <input type="checkbox"/> WORKBOOK <input type="checkbox"/> OTHERS (Please specify) _____ _____
COLLEGE	
COURSE(S) APPLICABLE	
<small>PLEASE INDICATE COURSE CODE(S) AND COURSE TITLE(S)</small>	

ATTACHMENTS	REMARKS
<input type="checkbox"/> SYLLABUS <input type="checkbox"/> COURSE MATERIAL EVALUATION <input type="checkbox"/> Others, please specify _____ _____ _____	

ENDORSED BY/DATE
SIGNATURE OVER PRINTED NAME

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