



# Colegio de San Juan de Letran

HUMAN RESOURCES DEPARTMENT

Intramuros, Manila

## FACULTY MAKE-UP FORM

To the Timekeeper:

This is to acknowledge having received your Notice of Absence/s. In order to offset my absence/s, I would like to conduct make-up class/es.

DATE OF ABSENCE/S	DATE OF MAKE-UP CLASS/ES	TIME	SUBJECT	SECTION	ROOM

Requested by:

Recommended by:

Approved by:

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Area Chairman / Coordinator

\_\_\_\_\_  
Dean



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