



**Colegio de San Juan de Letran**  
**HUMAN RESOURCES DEPARTMENT**  
 Intramuros, Manila

**NOTICE OF ABSENCE**

Name : \_\_\_\_\_ Position : \_\_\_\_\_  
 Department : \_\_\_\_\_ Division : \_\_\_\_\_  
 Inclusive Dates : \_\_\_\_\_ Number of Days : \_\_\_\_\_

Reason for Absence/s:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employees' Signature/Date

Recommended by:

Approved by:

\_\_\_\_\_  
 Department Head/Date

\_\_\_\_\_  
 Division Head/Date

*Note: This is for record purposes only, still subject to salary deduction.*



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