



Colegio de San Juan de Letran

HUMAN RESOURCES DEPARTMENT

Intramuros, Manila

**APPLICATION FOR OFF-CAMPUS ACTIVITY
(for Administrators)**

Employee : _____
Position : _____

Department : _____
Division : _____

REASON/S : _____

INCLUSIVE DATE/S & TIME : _____

Requested by:

Recommended by:

Approved by:

Signature / Date

Division Head / Date

Rector & President / Date



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