



**Colegio de San Juan de Letran**  
**Human Resources Department**  
 Intramuros, Manila

**APPLICATION FOR OFF-CAMPUS ACTIVITY**

Employee : \_\_\_\_\_ Department : \_\_\_\_\_  
 Position : \_\_\_\_\_ Division : \_\_\_\_\_

REASON/S : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INCLUSIVE DATE/S : \_\_\_\_\_  
 & TIME \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
 Employee's Signature / Date

\_\_\_\_\_  
 Department Head's Signature / Date

cc: Department Head  
 HRD



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