



Colegio de San Juan de Letran

HUMAN RESOURCES DEPARTMENT

Intramuros, Manila

SUBSTITUTION FORM

To : The Timekeeper

This is to inform your good office that I, _____
will be absent on _____
due to _____

In this regard, I have requested
to substitute in my classes stated below:

SUBJECT/S	SECTION	TIME	ROOM

Requested by:

Accepted by:

Employee's Signature

Substitute Faculty

Recommended by:

Approved by:

Area Chairman/Coordinator

Dean/Principal

cc: Substitute Faculty
Area Chairman/Coordinator
Dean/Principal
FAD



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