

UNIVERSITY OF SAN JOSE-RECOLETOS

Attendance Monitoring System

Office Personnel and Staff

Date Filed: 2018-02-23

APPLICATION FOR LEAVE FORM

Name: Robert

Department: CICCT

Designation: Teacher

Address: Cebu City

I would like to apply for a leave of absence from my work assignment from to for a period of working day/s.

Hereunder stated is/are reasons for my leave of absence:



\$(School President}

\$(School President-Name}

\$(School President-Position}

Moreno, Richard

College Dean