

UNIVERSITY OF SAN JOSE-RECOLETOS

Attendance Monitoring System

Office Personnel and Staff

Date Filed: 2018-02-25

APPLICATION FOR LEAVE FORM

Name: Trina Mae Abarquez

Department: IT

Designation: Student

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:



Moreno, Richard

College Dean



Trina Mae, Abarquez

School President