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:

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| --- | --- |
| Moreno, Richard  College Dean | Trina Mae, Abarquez  School President |