

## COMPANY TIME REQUEST/REPORT

This form is to be filled out 2 weeks before your scheduled leave, or within 2 days from your absence if you will use SL or EL credits.

**This must be submitted no later than the 2<sup>nd</sup> or 17<sup>th</sup> of every month to be considered approved, excused, and/or paid.**

Name: Telen, Charmille S. Date of Submission: October 17, 2024  
Job Title: OJT / Internship Dept: Sourcing Dept. Contact: +63 910 402 6110  
Reason for Request: Friday Class  
Supporting Document(s) Attached: \_\_\_\_\_

TYPE OF REQUEST/REPORT: ☐ Sick ☐ Vacation ☐ Emergency [\*] Tardiness ☐ Under time ☐ Bereavement ☐ Other

Request Date of Leave: From: Oct. 18, 2024 To: Oct. 18, 2024 Total No. of Days: 1 Day

Request Time of Leave: From: 9:00 AM To: 6:00 PM Total No. of Days: 1 Day

Employee Signature: \_\_\_\_\_

### FOR SUPERVISOR :

I recommend that this leave be approved:

\_\_\_\_ Yes \_\_\_\_ No

Notes: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

### FOR HR DEPARTMENT:

I recommend that this leave be approved:

\_\_\_\_ Yes \_\_\_\_ Paid \_\_\_\_ Excused  
\_\_\_\_ No \_\_\_\_ Not Paid \_\_\_\_ Unexcused

Notes: \_\_\_\_\_

HR Signature: \_\_\_\_\_

### NOTED BY:

This leave is approved:

\_\_\_\_ Yes \_\_\_\_ Paid \_\_\_\_ Excused  
\_\_\_\_ No \_\_\_\_ Not Paid \_\_\_\_ Unexcused

Notes: \_\_\_\_\_

JMA/MCA Signature: \_\_\_\_\_

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This leave is approved:

\_\_\_\_ Yes \_\_\_\_ Paid \_\_\_\_ Excused  
\_\_\_\_ No \_\_\_\_ Not Paid \_\_\_\_ Unexcused

Notes: \_\_\_\_\_

JMA/MCA Signature: \_\_\_\_\_

**SYSTEMS PLUS COMPUTER COLLEGE**  
**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**  
**FOURTH YEAR AY 2024-2025 CLASS SCHEDULE**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						INT LRB 201
9:30 AM	10:00 AM						INT LRB 201
10:00 AM	10:30 AM						INT LRB 201
10:30 AM	11:00 AM						INT LRB 201
11:00 AM	11:30 AM						INT LRB 201
11:30 AM	12:00 PM						INT LRB 201
12:00 PM	12:30 PM						
12:30 PM	1:00 PM						
1:00 PM	1:30 PM						PM LRB 201
1:30 PM	2:00 PM						PM LRB 201
2:00 PM	2:30 PM						PM LRB 201
2:30 PM	3:00 PM						PM LRB 201
3:00 PM	3:30 PM						PM LRB 201
3:30 PM	4:00 PM						PM LRB 201
4:00 PM	4:30 PM						
4:30 PM	5:00 PM						
5:00 PM	5:30 PM				ELE4 LAB 2	CPR1 LRB 201	
5:30 PM	6:00 PM				ELE4 LAB 2	CPR1 LRB 201	
6:00 PM	6:30 PM				ELE4 LAB 2	CPR1 LRB 201	
6:30 PM	7:00 PM				ELE4 LAB 2	CPR1 LRB 201	
7:00 PM	7:30 PM				ELE4 LAB 2	CPR1 LRB 201	
7:30 PM	8:00 PM				ELE4 LAB 2	CPR1 LRB 201	
8:00 PM	8:30 PM						
8:30 PM	9:00 PM						