

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 2nd or 17th of every month to be considered approved, excused, and/or paid.

Name: Alexis Rovic John Jacinto Date of Submission: October 22, 2024
Job Title: OJT / Internship Dept: Sourcing Dept. Contact: 09568078392 / 09694272029
Reason for Request: Tuesday Class Lecture
Supporting Document(s) Attached: Certificate of Registration

TYPE OF REQUEST/REPORT: ☐ Sick ☐ Vacation ☐ Emergency ☐ Tardiness ☐ Under time ☐ Bereavement ☒ Other

Request Date of Leave: From: October 24, 2024 To: October 24, 2024 Total No. of Days: 1 Day

Request Time of Leave: From: 8:00 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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☐ No ☐ Not Paid ☐ Unexcused

Notes: _____

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SUPPORTING DOCUMENTS:



PAMANTASAN NG LUNGSOD NG VALENZUELA
Maysan road corner Tongco street, Maysan, Valenzuela City

CERTIFICATION OF REGISTRATION

Registration No.:

STUDENT INFORMATION

Student No.:	21-0806	Age:	21	College:	COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY	School Year:	2024-2025
Name:	JACINTO, ALEXIS ROVIC JOHN	Program:	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Semester:	1ST	Curriculum:	
Address:	1070 A VINCHY STREET, TAÑADA, GENERAL T. DE LEON, VALENZUELA CITY	Major:		Year Level:	BSIT 4-4	Scholarship:	

CODE	DESCRIPTION	UNIT/S	DAYS	TIME	ROOM	INSTRUCTOR
CAP 2	CAPSTONE 2	6	F	12:30 PM - 03:30 - PM	CEIT 508	
			F	04:00 PM - 07:00 - PM	CEIT 508	
SA 101	SYSTEM ADMINISTRATION AND MAINTENANCE	2	T	02:00 PM - 04:00 - PM	COMLAB1	
SA 101L	SYSTEM ADMINISTRATION AND MAINTENANCE (LABORATORY)	1	T	04:30 PM - 07:30 - PM	COMLAB1	
ST 1	SPECIAL TOPIC 1 (NETWORK AND CISCO)	3	T	10:30 AM - 01:30 - PM	COMLAB2	
Total Units		12				

PAMANTASAN NG LUNGSOD NG VALENZUELA
OFFICE OF THE UNIVERSITY REGISTRAR

ENROLLED

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ENROLLED

FEES	AMOUNT
Tuition Fee	2,000.00
Miscellaneous Fee	2,800.00
Library Fee	500.00
Guidance and Counselling Fee	300.00
Athletic Fee	150.00
Laboratory Fee	300.00
Cultural Fee	150.00
Development Fee	500.00
Computer Fee	400.00
Medical and Dental Fee	500.00
Total:	4,800.00
Collected by:	

Official Receipt No.:

Payment/ Validation / Date:

DECLARATION

- As pre-requisite of my admission to and continuous stay in the University, I hereby undertake to abide by all school policies, procedures, rules and regulations including those embodied in the Student Handbook and those that are issued from time to time by the school authorities.
- I am fully aware of the University policy to expel, dismiss or suspend indefinitely, after summary investigation, any student found to have committed major offenses as specified in the Student Handbook as well as those issued from time to time by the school authorities.
- I am fully aware that my enrollment is on a semestral basis.

IMPORTANT REMINDER

- Absolutely no changing of sections allowed once this registration card has been issued.
- This Certificate of Registration serves as your proof of enrollment. Always bring this COR when entering University premises. Present to professors on first day of classes.
- Student without Certificate of Registration have not completed the enrollment process and are not officially enrolled.
- Changing in status of COR like adding and changing of subjects are allowed only during the first week of classes. Official dropping must be made before Mid-Term examinations. Unofficially dropped subjects shall be given a grade of (5.00). Any incomplete (INC) grade not complied within one year shall automatically become (5.00)

Student's Signature

Approved by:

Mary Anne H. Trinidad
University Registrar