

## 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: Alexis Rovic John Jacinto Date of Submission: October 22, 2024  
Job Title: OJT / Internship Dept: Sourcing Dept. Contact: 09568078392 / 09694272029  
Reason for Request: Thursday Class Consultation  
Supporting Document(s) Attached: Screenshot of announcement

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

Request Date of Leave: From: October 22, 2024 To: October 22, 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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Notes: \_\_\_\_\_

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

## SUPPORTING DOCUMENTS:

Good day

The attached schedule shall be observed in the next coming weeks. These are all based from the number of groups per section and other factors. All mentioned revisions last week shall also be shown based from this schedule.

Take note that all announcements and deliverables given to one section is applicable to all, do not come into class unprepared next time, if you do not take your Capstone seriously might as well drop the subject. I do not intend to spend my weekends stressed about your performances.

Thank you

FACULTY:		BERNARDINO, K					
TIME		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:00 - 07:30 AM							
07:30 - 08:00 AM							
08:00 - 08:30 AM							
08:30 - 09:00 AM							
09:00 - 09:30 AM							
09:30 - 10:00 AM							
10:00 - 10:30 AM							
10:30 - 11:00 AM			CAPSTONE 2				
11:00 - 11:30 AM			BERNARDINO, K				
11:30 - 12:00 PM			BSIT 4-2				
12:00 - 12:30 PM			COLLAB ROOMS				
12:30 - 01:00 PM				CAPSTONE 2	CAPSTONE 2	CAPSTONE 2	
01:00 - 01:30 PM				BERNARDINO, K	BERNARDINO, K	BERNARDINO, K	
01:30 - 02:00 PM				BSIT 4-1	BSIT 4-4	BSIT 4-3	
02:00 - 02:30 PM	SPECIAL	CAPSTONE 2	COLLAB ROOMS	COLLAB ROOMS	CAS 211		
02:30 - 03:00 PM	CONSULTATIONS	BERNARDINO, K			ANNEX		
03:00 - 03:30 PM		BSIT 4-2					
03:30 - 04:00 PM		COLLAB ROOMS					
04:00 - 04:30 PM	GROUPS WITH SPECIAL INSTRUCTIONS		CAPSTONE 2	CAPSTONE 2	CAPSTONE 2		
04:30 - 05:00 PM			BERNARDINO, K	BERNARDINO, K	BERNARDINO, K		
05:00 - 05:30 PM			BSIT 4-1	BSIT 4-4	BSIT 4-3		
05:30 - 06:00 PM			CEIT 508	COLLAB ROOMS	CAS 211		
06:00 - 06:30 PM					ANNEX		
06:30 - 07:00 PM							
07:00 - 07:30 PM							
07:30 - 08:00 PM							
08:00 - 08:30 PM							