



CENTRO ESCOLAR UNIVERSITY
Manila*Makati*Malolos
Human Resource Department

Absence Report

Date: 02-08-23

☐ Faculty Member

☒ Non-Teaching Employee

☐ Top/ Middle Manager

Employee Number: 54612 Name: Reymart Bolasoc

Office/School/College/Department: OUR

Campus: Manila

This is to certify that I have been absent from work:

(Inclusive Dates) From: Feb-3-23 1:00pm

to: Feb-3-23 5:00pm

Total No. of days: .5

Total No. of hours: 4

Reason/s Have to cater to an emergency at home as my mother is the only one at house.

For Faculty Member only:

Subject / Class	Date	Time	Number of Hour/s		
			Lecture	Laboratory	Clinic
Regular Load					
Overload					

Reymart Bolasoc(SGD)

Signature

Recommendation:

- ☐ Absence to be charged to available leave credits
☐ Absence without pay

Department Head

Date

Dean

Date

To be filled up by the Human Resource Department

Charged to:

- ☐ Vacation Leave with pay
☐ Sick Leave with pay

- ☐ Vacation Leave without pay
☐ Sick Leave without pay

HR Assistant/ Date

Approved by:

Head, Human Resource Department

Date

Copy to HRD, Internal Audit