



CENTRO ESCOLAR UNIVERSITY
Manila*Makati*Malolos
Human Resource Department

Absence Request Due To An Approved Activity

☒ Within the University ☐ Outside the University

☐ Faculty ☒ Non-Teaching ☐ Managers

| | | | | |
|-------------------|----------------------|-----------------------|---------------------|----------------------------------|
| Date 1-27-2023 | Last Name BOLASOC | First Name REYMART | Middle Initial C | Signature REYMART BOLASOC.SGD |
|-------------------|----------------------|-----------------------|---------------------|----------------------------------|

Employee Number
54612

Campus/ Office/School/College/Department
OUR - ITS

I. From: 8:00 1/27/23 To: 5:00 1/27/23
Time Date Time Date

II. Approved Activity/ Engagement: (Attach a copy of approval by the Office of AVP for Administration or VP for Academic Affairs of the activities of three (3) consecutive days or more.)

OUR REPORTING- MANILA

For Faculty Members:

| III. | A. Subject/Work | Substituted by | Day(s) | Time | Room |
|------|-----------------|----------------|--------|------|------|
| | | | | | |
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| | | | | | |

If not substituted for, state other arrangement

Recommending Approval for Faculty and Non-Teaching

Approved by (for Top/ Middle Manager)

Department Head/ Date

Dean / Date

University Official Concerned / Date

Action Taken:

For Faculty and Non-Teaching

☐ Approved

☐ Disapproved, Reason

For Middle Manager

☐ Noted

Head, Human Resource Department

Date

Copy to: HRD, Internal Audit