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| **GESTION ADMINISTRATIVA** | | |  |  |  |  |  |  |
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| 1. Recepción de carta de terminación unilateral de contrato | | | | |  |  |  |  |
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| OBSERVACIONES: | |  |  |  |  |  |  |  |
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| FIRMA | | |  | FECHA | | | |  |
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| 2. Realización entrevista de salida | | |  |  |  |  |  |  |
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| OBSERVACIONES: | |  |  |  |  |  |  |  |
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| FIRMA | | |  | FECHA | | | |  |
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| 3. Entrega de carnet y cualquier identificación adicional que porte | | | | |  |  |  |  |
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| OBSERVACIONES: | |  |  |  |  |  |  |  |
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| **GESTION PROFESIONAL** | | |  |  |  |  |  |  |
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| 4. Entregó todos los informes de visita domiciliaria realizados | | | | |  |  |  |  |
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| 5. Entregó todas las cuentas de cobro pendientes | | | |  |  |  |  |  |
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| OBSERVACIONES: | |  |  |  |  |  |  |  |
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| **GESTION FINANCIERA** | | |  |  |  |  |  |  |
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| 6. Se encuentra al día por concepto de anticipos y/o préstamos | | | | |  |  |  |  |
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| OBSERVACIONES: | |  |  |  |  |  |  |  |
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| FIRMA | | |  | FECHA | | | |  |