

# LOA APPROVALS

<b>LEGENDS:</b>	X - Absent
	✓ - Approved

<b>Filed by:</b>	<b>TL</b>	<b>SH</b>	<b>DH</b>	<b>JA</b>	<b>ADMIN</b>
Member		✓			✓

<b>Filed by:</b>	<b>TL</b>	<b>SH</b>	<b>DH</b>	<b>JA</b>	<b>ADMIN</b>
Team Leader		✓			✓

<b>Filed by:</b>	<b>TL</b>	<b>SH</b>	<b>DH</b>	<b>JA</b>	<b>ADMIN</b>
Section Head			✓		✓
			X	✓	✓

<b>Filed by:</b>	<b>TL</b>	<b>SH</b>	<b>DH</b>	<b>JA</b>	<b>ADMIN</b>
Department Head					✓

**NOTE:** Change of approval (Absent) is applicable only if cannot wait due to some reason.