



**HUMAN RESOURCE DEVELOPMENT OFFICE
Central Philippine University**

HRD Form 32 Rev 0

EXPLANATION FOR ABSENCE WITHOUT APPROVED LEAVE

Date: _____

To: The HRD Director

Inclusive dates of Absence without Leave: _____

Reason/s :

Comment/Recommendation:

Name and Signature

Unit Head

Date: _____

Approved:

Date Approved:

VPA, VPAA, VPFE

cc: HRD, VPFE, VPA/VPAA, Business Office, Dept. file, 201 file-



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