UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Military Cut-off, Baguio City

	Date:		
Sir/Madam:			
May I/we request permission to leave my/our office at	a.m./p.m. for the following reason/s		
() Personal :			
() Official:			
I will be back on a.m./p.m.			
	SIGNATURE OVER PRINTED NAME		
Recommending Approval: A	Approved:		
	PROF. EDNA N. GUECO		
Immediate Supervisor / Head of Unit	Head, HRDO		
UNIVERSITY OF THE PHILIPPIN Governor Pack Road, Military Cut-c	ES BAGUIO		
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Sir/Madam:			
May I/we request permission to leave my/our office at () Personal : () Official:			
I will be back on a.m./p.m.			
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