



**HUMAN RESOURCE DEVELOPMENT OFFICE
Central Philippine University**

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:

VP_/ President

cc: HRD, VPA/VPAA/VPFE/VPSA, Payroll, Dept. file, 201 file-

*CPU-HRD-Form 24
Rev 01 effectivity: June 1, 2024*



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