# **CENTRAL PHILIPPINE UNIVERSITY**

Jaro, Iloilo City, Philippines Human Resource Development Office

## **RETURN TO WORK NOTICE**

|           | roved leave of absence will end onand in                                      |
|-----------|---|
| this com  | nection, I am ready to return to work pending the approval of the             |
| Universi  | ity President effective   |
| т         | I   |
|           | Leave:  |
|           | of Days:  |
| Reason:   |   |
| <br>Note: |   |
|           | For sick leave, please attach a doctor's certificate.                         |
| 2.        | Process the notice <b>five</b> (5) <b>days</b> before the effectivity date of |
| ۷.        | return to work.   |
|           | return to work.   |
|           |   |
| Signati   | ure over Printed Name of Employee   |
| Signati   | are over 1 timed Name of Employee   |
|           |   |
|           |   |
| Favora    | ably Endorsed:  |
|           | v   |
|           |   |
|           | Danautusant Haad / Data   |
| Unit/ L   | Department Head/ Date   |
|           |   |
|           |   |
| Recon     | mending Approval:   |
|           | <i>3</i> 11   |
|           |   |
|           | Director/ Date  |
| пкит      | Director/ Date  |
|           |   |
| Appro     | ved/ Disapproved:   |
|           |   |
|           |   |
| Univer    | rsity President/ Date   |
|           | •   |
|           |   |
|           |   |

### **HRD COPY**

CPU-HRD-Form 28
Rev 01 Effectivity: June 1, 2024

# **CENTRAL PHILIPPINE UNIVERSITY**

Jaro, Iloilo City, Philippines Human Resource Development Office

## **RETURN TO WORK NOTICE**

| My approved leave of absence will end onand in his connection, I am ready to return to work pending the approval of the University President effective            |  |  |  |
|---|--|--|--|
| Type of Leave: Number of Days: Reason:  |  |  |  |
| Note:  1. For sick leave, please attach a doctor's certificate.  2. Process the notice <b>five</b> (5) <b>days</b> before the effectivity date of return to work. |  |  |  |
| Signature over Printed Name of Employee   |  |  |  |
| Favorably Endorsed:   |  |  |  |
| Unit/ Department Head/ Date   |  |  |  |
| Recommending Approval:  |  |  |  |
| HRD Director/ Date  |  |  |  |
| Approved/ Disapproved:  |  |  |  |
| Jniversity President/ Date  |  |  |  |

## **EMPLOYEE COPY**

CPU-HRD-Form 28
Rev 01 Effectivity: June 1, 2024

# **CENTRAL PHILIPPINE UNIVERSITY**

Jaro, Iloilo City, Philippines Human Resource Development Office

## **RETURN TO WORK NOTICE**

| My approved leave of absence will end onand in this connection, I am ready to return to work pending the approval of the University President effective  Type of Leave: |                                   |  |
|---|-----------------------------------|--|
|   |                                   |  |
| Signat  | ure over Printed Name of Employee |  |
| Favor   | ably Endorsed:                    |  |
| Unit/ I   | Department Head/ Date             |  |
| Recon   | nmending Approval:                |  |
| HRD I   | Director/ Date                    |  |
| Appro   | oved/ Disapproved:                |  |
| Unive   | rsity President/ Date             |  |

# **PAYROLL COPY**

CPU-HRD-Form 28 Rev 01 Effectivity: June 1, 2024