HUMAN RESOURCE DEVELOPMENT OFFICE



Central Philippine University Telephone No. (6333) 329-1971 local 1035

Email: <u>hr@cpu.edu.ph</u>

PERSONNEL ABSENCES MONITORING SHEET Semester/Summer Academic Vear 20 - 20

	Semester/Summer, Academic Year 20 20	
Department/Unit:	Covering Period:	

											Moı	าth d	of													
Days								0-1			0		Т	OT	AL											
		Moı			Tue			Wed			Thu			Fri			Sat			Sun					Signature	Remark
Name (Family, Given, MI)	Т	С	C H	T	С	СН	Т	С	C H	Т	С	C H	Т	С	C H											
																		1				1				

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	Month of																									
Days		Moi	n		Tue			Wed			Thu			Fri			Sat			Sun		Т	OT/	AL		
Name (Family, Given, MI)	Т	С	C H	Т	С	C H	Т	С	C H	Т	С	C	Т	С	C H	Т	С	СН	T	С	C H	Т	С	C H	Signature	Remarks
Legend:	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	l	1	1	1			1	

T - no. of minutes/hours tardy
C - no. of minutes/hours absent from class
CH - no. of minutes/hours absent from counseling

on leave (specify type of leave; maternity/paternity, sick, vacation, study, emergency, etc.)
on official business (training/conferences, speaking engagements & other transactions with approval from the dep't/unit/college/university)

Certified by:		Noted by:
Noted by:	Noted by:	Dean/Principal Noted by:
 Dep't/Unit Head		