



Central Philippine University
Jaro, Iloilo City, Philippines

HUMAN RESOURCE DEVELOPMENT OFFICE
Tel. No. 63 33 3291971 local 1035; 63 33 3296053

WORK AUTHORIZATION FORM

Unit/Department: _____ Date: _____

The following are instructed to report to work:

Name	Designation	Inclusive Date/s	Time	Work to be done	Signature

Approved by:

Noted by:

Name & Signature Unit Head

Signature

Date

Noted by:

VP/ President

Signature

Date

Instruction: To be accomplished in two (2) copies. Approved form to be submitted to HRD with DTR.

CPU-HRD-Form 66
Rev 02 Effectivity: June 1, 2024



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