

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC SERVICES

OVCA FORM 113: EXCUSE FOR SCHOOL ABSENCE Date Filed: Name of Student: Contact Number/s: Course/Year/Section: Date of Absence/s: Please check one of the following:] Doctor's Appointment] Illness/Injury Death or Illness in the Family [] Inclement Weather Religious Observance (applicable only to those who have no RLE/Internship Program) Required Presence in the Family Gathering (applicable only to those who have no RLE/Internship Program) Others, please specify: __ I hereby certify that the aforementioned student was absent on the date/s listed for the reason specified. Signature over Printed Name of the Parent/Guardian **Note:** Kindly attach the supporting documents. Accomplish in two (2) copies: 1-College/Department, 1-Student **ACTION TAKEN** () APPROVED (__) DISAPPROVED **Special Instructions:** SIGNED: Subject Professor Signature Over Printed Name of Department Chair/Program Director

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