



GRADUATE SCHOOL
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Jose B. Juliano Avenue, College, Laguna 4031, Philippines
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EXCUSE FOR ABSENCE

Date: _____

The Dean
Graduate School
University of the Philippines Los Baños
College, Laguna

Dear Sir/Madam:

I am requesting to be excused for my absence from my class/classes on the following dates:

_____ due to the following:

_____.

Very truly yours,

Student
(Signature over printed name)

Student No: _____

Degree Program: _____

Major Field: _____

APPROVED/ DISAPPROVED (For the Dean):

PAMELA A. CUSTODIO

Graduate School Secretary

Date: _____

Subjects	Date Absences were Incurred	Faculty-In-Charge(s) Signature	
		Lecture	Laboratory

Note to Student:

- All absences due to illness must be reported to the UPLB Health Service (UHS) and a Medical Certificate from the UHS must be attached to this form.
- Excuse slip must be presented to the faculty-in-charge(s) concerned not later than the second class session following the student's return.
- Return this slip to the Graduate School after all faculty-in-charge(s) have signed.