



Late Attendance /Early Departure Approval Form

- **Late Attendance** : Date _____
 - : Expected in-time _____
 - : Place of Appointment _____
 - : Time of Appointment _____
 - : Others _____
- **Early Departure** : Date _____
 - : Expected out-time _____
 - : Place of Appointment _____
 - : Time of Appointment _____
 - : Others _____

TO be filled by the employee

Name: _____ ID: _____
 Designation: _____
 Department: _____
 Division _____
 Reason(s): _____

Signature: _____

Comments from Divisional/Departmental Head

○ Approved _____ Not Approved _____
 Signature: _____ Date: _____

N.B. To be returned at HR department immediately after taking approval.