



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

(DATE)

Department of Education
Payroll Services Unit
Regional Office VII
Sudlon, Lahug, Cebu City

Sir:

I have the honor to request this office that the teacher stated hereunder will return to the service after having taken a maternity/personal/sick leave of absence with full pay.

Name of Teacher	Nature of Leave	Employee No.	Period of Leave	Date of Reinstatement

Very truly yours,

(Print Name over Signature)
SCHOOL HEAD

Noted by:

(Print Name over Signature)
DISTRICT SUPERVISOR

Approved By:

JEREMY C. DENAMPO J.D.
Administrative Officer V



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