UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
GRADUATE SCHOOL  
College, Laguna  

EXCUSE FOR ABSENCE

Date: ____________________

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

Dear Sir/Madam:

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

________________________

due to the following:

________________________

Very truly yours,

(Signature above printed name)

Student No: ____________
Degree Program: ______________
Major Field: ______________

APPROVED/DISAPPROVED (For the Dean):

MARK DONDI ARBOLEDA  
College Secretary

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<th>SUBJECTS</th>
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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 professor(s) concerned not later than the second class session following student's return.
- Return this slip to the Graduate School after all professors have signed.