



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:

- Illness/Injury
- Death or Illness in the Family
- 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)
- Doctor's Appointment
- Inclement Weather

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*

\_\_\_\_\_  
*Dean*

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