



Republic of the Philippines
 Philippine Public Safety College
NATIONAL POLICE COLLEGE
 Camp Castañeda, Silang, Cavite



MEMORANDUM

FOR: THE DIRECTOR, NPC

SUBJECT: Excuse Letter

DATE:

1. The undersigned respectfully request to be excused absence from attending the _____ scheduled on _____ for the following reasons:
 - a.
 - b.
2. For your consideration and kind approval.

 Signature over printed name of student

Record Status:

Total No. of Excused/Unexcused Absences: _____ as of _____

COMPLIANCE: Submit any document/s relevant to the reason for the absence, to be checked by the approving authority. (List down name of submitted documents).

1.

Recommending Approval:

Over-all Program Head, MCDRM

Approved by:

Director, NPC