**Authority to Render Work-from-Home Services**

(For Non-Teaching Plantilla Personnel)

Date:

|  |
| --- |
| **Name/s**: |
| **Office/Unit**: |
| **Position**: |
| **Period of Rendition**: |

|  |  |
| --- | --- |
| **Specific Job to be Done** | **Expected Output** |
|  |  |

|  |  |  |
| --- | --- | --- |
| Requested by: |  | Concurred: |
|  |  |  |
| Immediate Supervisor |  | Employee/s |
| Date: |  |  |

Approved:

Vice President -