



**UNIVERSITY OF SANTO TOMAS  
COLLEGE OF NURSING**

*España Boulevard, Sampaloc, Manila, Philippines 1015*  
Tel. No. 406-1611 loc.8241 | Telefax: 731-5738 | Website: [www.ust.edu.ph](http://www.ust.edu.ph)



**ABSENCES/ TARDINESS SLIP**

STEP 1

MUST BE FILLED-OUT BY STUDENT

Date: \_\_\_\_\_ Shift: \_\_\_\_\_

Ward: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Student

Yr. &amp; Sec.

☐ Excused☐ Unexcused

Activity missed: \_\_\_\_\_

\_\_\_\_\_

Remarks/ Recommendations: \_\_\_\_\_

\_\_\_\_\_

STEP 2

Name &amp; Signature of Assigning CI

Noted by Level Sec. (Scheduling): \_\_\_\_\_

STEP 3 &amp; 4

***FAILURE to report to the scheduled make-up duty  
corresponds to additional service hours***

Received by College Sec (Payment): \_\_\_\_\_

STEP 5

STEP 6

**MAKE-UP SLIP**

Date	Logged Hours	Ward	C.I.'s Name/Sig
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Noted by Level Sec. (Updating): \_\_\_\_\_

STEP 7

Certified complete by Assigning CI: \_\_\_\_\_

STEP 8



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MUST BE FILLED-OUT BY STUDENT

Date: \_\_\_\_\_ Shift: \_\_\_\_\_

Ward: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Student

Yr. &amp; Sec.

Noted by Level Sec. (Scheduling): \_\_\_\_\_

STEP 3 &amp; 4

***FAILURE to report to the scheduled make-up duty  
corresponds to additional service hours***

Received by College Sec (Payment): \_\_\_\_\_

STEP 5

STEP 6

**MAKE-UP SLIP**

Date	Logged Hours	Ward	C.I.'s Name/Sig
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **PROCEDURE FOR ACCOMPLISHING MAKE-UP DUTY**

- STEP 1.** Secure and fill-out the designated portion of the make-up slip. (Please file in duplicate)
- STEP 2.** Have your assigned clinical instructor sign the slip and recommend the corresponding number of hours of make-up.
- STEP 3.** Present the slip to the level chair or the level secretary for scheduling of make-up duty.
- STEP 4.** Check the bulletin board for your designated schedule. In some cases, you may also be notified of your schedule directly by the Level Secretary.
- STEP 5.** Present your make-up slip and schedule to the College Secretary and pay required fees. The College Secretary will sign your slip to indicate that you have paid for your make-up duty.
- STEP 6.** Complete your scheduled make-up duty and present the slip to the clinical instructor who facilitated your make-up duty so your logged hours can be verified and countersigned.
- STEP 7.** Update and present the make-up slip to level secretary after each completed duty schedule.
- STEP 8.** Return a copy of the completed make-up slip to the clinical instructor who assigned you the make-up hours.

### **PROCEDURE FOR ACCOMPLISHING MAKE-UP DUTY**

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