** ***DEPARTAMENTO DE SECRETARÍA***

**SECCIÓN PERSONAL**

**Formulario Solicitud de Extensión Horaria**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1. DATOS DEL SOLICITANTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CEDULA DE IDENTIDAD | | | |  | | NOMBRE DEL SOLICITANTE | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **2. CARGO ACTUAL** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No. CARGO** |  | TIPO DE CARGO | | | | | | | | | | | | | | | |  | | DENOMINACIÓN | | | | | | | | Esc. | | | | | S Esc. | | | Gdo. |
|  |  | DOCENTE | | | | | |  |  | | NO DOCENTE | | | | | |  |  | |  | | | | | | | |  | | | | |  | | |  |
| **Carga Horaria** | | |  | | CARACTER (1) | | | | | | | | | |  | | | | DEPENDENCIA DONDE TRABAJA | | | | | | | | | | | | | | | | | |
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| (1) : EFECTIVO, (2) CONTRATADO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3. PRESENTACION DE LA SOLICITUD** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carga Actual | | | | | | |  | | | | |  | Nueva carga horaria a cumplir | | | | | | | |  | |
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| **Período \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **4. FUNDAMENTACION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **6. INFORME DEL SUPERIOR JERARQUICO** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ¿EXISTE IMPEDIMENTO EN ACCEDER A LO SOLICITADO? | | | | | | | | | | | | | | | | | | | | | | | | SI | |  | | | | NO | | | |  | | |
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| OBSERVACIONES: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| FIRMA | | | | | | | | | | | | | |  | | ACLARACION DE FIRMA | | | | | | | | |  | |  | | | | | | | | | |
| **7. RECEPCION EN PERSONAL** | | | | | | | | | | | | | | | |  | | | | | | | | | | | DIA | | | | | MES | | | AÑO | |
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| FIRMA | | | | | | | | | | | | | |  | | ACLARACION DE FIRMA | | | | | | | | |  | |  | | | | | | | | | |