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| **FECHA DILIGENCIAMIENTO** | | | | | | | | | | | | | | | | | | |
| **Día** |  | | | | **Mes** | | |  | | | | **Año** | | | |  | | |
| **INFORMACIÓN DEL FUNCIONARIO QUE PRESENTA LA NOVEDAD** | | | | | | | | | | | | | | | | | | |
| **Nombre Completo** | | |  | | | | | | | | | | | | | | | |
| **No identificación** | | |  | | | | | | | **Cargo** | |  | | | | | | |
| **Área a la que está adscrito** | | |  | | | | | | | | | | | | | | | |
| **Proceso** | | |  | | | | | | | | | | | | | | | |
| **Tipo de Novedad** | | | | | | | | | | | | | | | | | | |
| **Vacaciones** | |  | **Permiso** | | | |  | | **Licencia** | |  | | | **Comisión** | | | |  |
| **Retiro** | |  | **Traslado** | | | |  | | **encargo** | |  | | | **Otro** | | | |  |
| **PERÍODO DE LA NOVEDAD COMPRENDIDO ENTRE** | | | | | | | | | | | | | | | | | | |
| **Fecha de**  **Inicio** | | **DD** | | **MM** | | **AAAA** | | | **Fecha de Finalización** | | | | **DD** | | **MM** | | **AAAA** | |

CONFIRMACIÓN DEL FUNCIONARIO QUE REEMPLAZA:

|  |  |
| --- | --- |
| **FIRMA ACEPTACIÓN DEL FUNCIONARIO QUE REEMPLAZA** |  |
| **NOMBRE DEL FUNCIONARIO QUE REEMPLAZA** |  |
| **N° de IDENTIFICACIÓN** |  |