

### Attendance Sheet

The employer/skilled supervisor are required to fill in the attendance sheet and send to DHR for release of monthly stipend

**Note: The DHR will release the apprentice's stipend only upon receiving this form duly signed by the skilled supervisor.**

Month of \_\_\_\_\_ 20\_\_ CID No: \_\_\_\_\_ BoB/AC No: \_\_\_\_\_

Name	Field of Training	Date																											

**Note: All the candidates are expected to submit the attendance sheet latest by 25th of every month for release of stipend failing which the program officer shall not entertain in late submission of attendance.**

Name of the Company: \_\_\_\_\_ Signature of Skilled supervisor with official seal: \_\_\_\_\_  
 Date: \_\_\_\_\_

*For information please contact at 02-327337(Ext. 2123) Fax: 02-324846. Email: atpdhr@gmail.com*