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|  | **SECRETARÍA DE EDUCACIÓN MUNICIPAL****DE BUCARAMANGA** | **VERSION****6.0** | **PAG. DE** **1 1** |
| **REPORTE HORAS EXTRAS****1.- GENERAL** | **CODIGO:****F-GSEP-4300-163,07-H06.01.F02** |



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| **MES A REPORTAR:**  | **AÑO:**  | **INSTITUCIÓN EDUCATIVA:** |

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| **No.** | **APELLIDOS Y NOMBRES** | **N° DE CÉDULA** | **TOTAL DE HORAS EXTRAS MENSUAL** | **OBSERVACIONES**(Justificación)(Nombre docente en novedad)(N° radicado SAC-solicitud) |
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| **RECTOR O DIRECTOR** | **TALENTO HUMANO** | **NÓMINA** |

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| membrete oficio-01 | **SECRETARÍA DE EDUCACIÓN MUNICIPAL****DE BUCARAMANGA** | **VERSION****6.0** | **PAG. DE****1 1** |
| **REPORTE HORAS EXTRAS****2.- JORNADA ÚNICA** | **CODIGO:****F-GSEP-4300-163,07-H06.01.F02** |

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| **MES A REPORTAR:** | **AÑO:**  | **INSTITUCIÓN EDUCATIVA:** |

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| **No.** | **APELLIDOS Y NOMBRES** | **N° DE CÉDULA** | **TOTAL DE HORAS EXTRAS MENSUAL** | **OBSERVACIONES**(N° radicado SAC-solicitud) |
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| **RECTOR O DIRECTOR** |  **TALENTO HUMANO** | **NÓMINA** |

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| membrete oficio-01 | **SECRETARÍA DE EDUCACIÓN MUNICIPAL****DE BUCARAMANGA** | **VERSION****6.0** | **PAG. DE** **1 1** |
|  **REPORTE HORAS EXTRAS****3.- EDUCACIÓN DE ADULTOS - CLEI** | **CODIGO:****F-GSEP-4300-163,07-H06.01.F02** |

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| **MES A REPORTAR:**  | **AÑO:**  | **INSTITUCIÓN EDUCATIVA:** |

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| **No.** | **APELLIDOS Y NOMBRES** | **N° DE CÉDULA** | **TOTAL DE HORAS EXTRAS MENSUAL** | **OBSERVACIONES**(N° radicado SAC-solicitud) |
| **D** | **N** | **S** |
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**HORAS EXTRAS: D: Diurnas. N: Nocturnas. S: Sábado**

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| **RECTOR O DIRECTOR** | **TALENTO HUMANO** | **NÓMINA** |

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| membrete oficio-01 | **SECRETARÍA DE EDUCACIÓN MUNICIPAL****DE BUCARAMANGA** | **VERSION****6.0** | **PAG. DE** **1 1** |
|  **REPORTE HORAS EXTRAS****4.- INCAPACIDADES** | **CODIGO:****F-GSEP-4300-163,07-H06.01.F02** |

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| **MES A REPORTAR:**  | **AÑO:**  | **INSTITUCIÓN EDUCATIVA:** |

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| **No.** | **APELLIDOS Y NOMBRES** | **N° DE CÉDULA** | **TOTAL DE HORAS EXTRAS MENSUAL** | **NOMBRE DEL DOCENTE / DIRECTIVO EN INCAPACIDAD**(N° radicado SAC-solicitud)(Fecha) |
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| **RECTOR O DIRECTOR** | **TALENTO HUMANO** | **NÓMINA** |