REQUEST FOR PREPARATION/REVISION OF DOCUMENT

Date of Request (MM-DD-YY): __________________________

Name of Initiator: __________________________

Department/Unit: __________________________

Action Requested: (Please check)

- Preparation of New Document
- Revision of Existing Document

Document No.: __________________________

Title: __________________________

Reason(s) for Preparation/Revision of Document:
________________________________________________________________________________________________________________________________________

Details of Request:

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(Name & Signature of Initiator)
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(to be filled up by In-charge of Review & Approval)

Request Reference No. (to be filled up by Document Controller) __________________________

Please check:

- Proceed with the Preparation or Revision of Document
- Dissapproved. Reason(s) __________________________

(Name & Signature of Reviewer) __________________________ Date __________________________

APPROVED:

Teodoro C. Robles, Ph.D. (University President) __________________________ Date __________________________

CPU DOC Form 01 Rev 1 (October 1, 2009)