



Central Philippine University
HUMAN RESOURCE DEVELOPMENT OFFICE

CPU HRD Form 11\Rev 1\ January 2005

Date (MM/DD/YYYY) : _____
To :HRD Director
Subject :**Request for Personnel Training**

I would like to request for training for the following personnel:

Reason for the training:

Total No. of person(s):_____ Preferred Schedule: (Date/Time) _____

Requested Training topic(s):

For training request:

- * Attach estimated cost of training(s)/conference(s): _____
- * Indicate target source(s) of funding: _____
- * Attach invitation(s) or other pertinent information: _____
- * *I am aware that based on Training Guidelines, I will have to make a report of the training(s)/conference(s) attended.*
- * *Use CPU HRD Form 16 in reporting & attached pertinent training documents*

Requested by:

Unit Head:

Signature Over Printed Name

Signature Over Printed Name

Recommending Approval:

Funds Available:

HRD Director

Vice President for Finance and Enterprises

Approved:

VP for Academic Affairs/VP for Administration/President