



Central Philippine University
HUMAN RESOURCE DEVELOPMENT OFFICE

CPU HRD Form 11a\Rev 0\January 28, 2005

Date (MM/DD/YYYY) : _____
To :HRD Director
Subject :**Request for Attendance in Professional Meetings, Conferences, and Conventions**

I would like to request for attendance/participation in:

(Please attach invitation or other pertinent information)

Venue: _____

Date/Time: _____

Names of personnel recommended to attend:

Why is there a need to attend?

Estimated cost of the seminar(s)/convention(s)/meeting(s)/etc. _____
(Please attach estimated budget needs)

Target source(s) of funding: _____

Report of training to be submitted **upon return to the University:** _____
(Please use CPU HRD Form 16 & attached related training documents) Date of Submission

Requested by:

Unit Head:

Signature Over Printed Name

Signature Over Printed Name

Recommending Approval:

Funds Available:

HRD Director

Vice President for Finance & Enterprises

Approved:

VP for Academic Affairs/VP for Administration/President