



**Central Philippine University**  
**HUMAN RESOURCE DEVELOPMENT OFFICE**

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 43 in reporting & attached pertinent training documents*

Requested by:

Unit Head:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Signature over Printed Name

Recommending Approval:

Funds Available:

\_\_\_\_\_  
HRD Director

\_\_\_\_\_  
VPA/VPAA/VPSA

\_\_\_\_\_  
VPFE

Approved:

\_\_\_\_\_  
President