



Central Philippine University
HUMAN RESOURCE DEVELOPMENT OFFICE
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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:

Name	Nature of Participation		
	Speaker	Participant	Others

As a Participant, what competency gap will this seminar address? (To be filled out by Unit Head)

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 43 & attached related training documents)	_____ Target Date of Submission

Requested by:

Unit Head:

Signature over Printed Name

Signature over Printed Name

Recommending Approval:

Funds available:

HRD Director

VPA/VPAA/VPSA

VPFE

Approved:

President