

HUMAN RESOURCE DEVELOPMENT OFFICE

Central Philippine University RECORD OF PERSONNEL TRAINING AND SKILLS

A. Personal

Date (MM-DD-YYYY)	
Name (Last, First, Middle)	
Department/Unit	
College	
Date Hired (MM-DD-YYYY)	

B. Training (include data from June 1, 1994 until the present)

Inclusive Dates (MM-DD-YYYY)	Type*	Title	Conducted by	Venue (Place/City)	Record**	Remarks***

Inclusive Dates (MM-DD-YYYY)	Type*	Title	Conducted by	Venue (Place/City)	Record**	Remarks***

Under Type, specify whether seminar, conference, forum, symposium, field trip, etc. Note: *

** Under **Record**, indicate whether you have attached a certificate or any other proof of attendance *** Under **Remarks** indicate whether official or unofficial

C. Skills (check the ones that apply to you, and indicate how they are demonstrated)

Skill	How demonstrated	Skill
Information processing		Other artistic skills (Pls. Specify)
Critical thinking		Sports (Pls. Specify)
Problem/conflict resolution		Food preparation/preservation
Research		Drafting/drawing
Leadership		Painting (of cabinets/walls/buildings, etc.)
Management & Supervision		Welding
Writing/journalism		Use of tools (Pls. Specify)
Speaking		Ability to repair tools (Pls. Specify)
Facilitation/coordination		Use of equipment (Pls. Specify)
Music: a. voice		Repair of equipment (Pls. Specify)
b. instruments (pls. Specify)		Carpentry
		Others (Pls. Specify)

Rev 01 Effectivity: June 1, 2024