



CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

Date

The President
Central Philippine University
Iloilo City
(Through Channels)

Sir:
I would like to apply for Professional Advancement Assistance for short-term training in the Philippines or abroad to enhance my teaching and research capabilities. I am qualified to avail of this program and I understand that I have the following obligations:

- 1. That I should have at least three (3) years of consecutive teaching or service in the University.
2. That I should have at least a TRS of 4.0 during the immediate past school year or Job Performance Rating of at least Satisfactory.
3. That I will see to it that I am accepted to the program I applied for.
4. That I will attend the training for the whole duration.
5. That I will provide a clear re-entry plan as well as make a report/echo seminar or whatever will be required of me upon return to the University.
6. That I will serve the University for a term commensurate to privilege availed:
6.a. Local Training:
6.a.1.) With Expenses of P20,000.00 and below- Return Service of One Semester or 6 months;
6.a.2.) With Expenses of P20,001.00 but not more than P40,000.00- Return Service of One (1) year.
6.b. Foreign Training:
6.b.1) Other Asian Countries- Return Service of one (1) year
6.b.2) USA, Canada, Australia, Japan, Singapore, China, Russia and other well-developed countries- Return Service of Two (2) Years
7. That I will reimburse all expenses incurred by the University in case of non-completion of grant as well as the monetary counterpart of the return service required of me.
8. That failure to comply with all these conditions without valid reason will mean termination of my assistance grant.

In accordance with all the conditions stipulated above, I plan to attend the following seminar:

Table with 5 columns: Name of Seminar, Venue, Date, Cost, CPE Points

Respectfully yours,
Applicant
(Signature over Printed Name)

Endorsed by: Local Committee on Professional Advancement

Member (Name/Signature) Department Head (Name/Signature) Dean/Principal (Name/Signature)

Recommended Favorably: Approved:
HRD Director VPFE VPAA President