



Central Philippine University
HUMAN RESOURCE DEVELOPMENT OFFICE

NOTICE TO EXPLAIN FEEDBACK/COMPLAINT

Date: _____

To: _____

Please explain your circumstances in relation to the attached complaint/feedback to the HRD Office.

- verbal explanation within 3 days from receipt of this notice
- written explanation Not Later Than _____

Your immediate attention and response to this request will surely enable us to resolve the issue and prevent further conflict.

HRD Director

Received by:

_____ Date: _____
cc: 201 file

*CPU-HRD-Form 63
Rev 01 Effectivity: June 1, 2024*



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