Bicol University HUMAN RESOURCE MANAGEMENT OFFICE

Legazpi City

REQUEST FOR TRAININGS/SEMINARS/CONFERENCE/CONVENTION FORM

		Date Requested:
I have the honor to request for aproval	to attend Training/Conf	erence/Convention/Seminar/Workshop/
others (please specify)	on (state h	ere the details of the Training/Conference/
Convention/Seminar/Workshop/etc.)		
on (date)		
		(Name & Signature of Employee)
ACTION:		ACTION OF HRMO:
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Recommending for Approval/Disapproval:		Passanna dia fan Aansa (Dia
seconmending for Approval/Disapproval.		Recommending for Approval/Disapprova
mmediate Supervisor/Department		
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Pres/VPs/Do ACTION OF BUDGET OFFICER Travel Expenses in the amount of and charged to : Name & Signature of Budget Officer	ean/Director/Chief/Hea	is allo
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BU-F-HRMO -104

Effectivity: February 16, 2016