

Bicol University
HUMAN RESOURCE MANAGEMENT OFFICE
Legazpi City

REQUEST FOR TRAININGS/SEMINARS/CONFERENCE/CONVENTION FORM

Date Requested: _____

I have the honor to request for approval to attend Training/Conference/Convention/Seminar/Workshop/
others (please specify) _____ on (state here the details of the Training/Conference/
Convention/Seminar/Workshop/etc.) _____

_____ on (date) _____

(Name & Signature of Employee)

ACTION:

Recommending for Approval/Disapproval:

Immediate Supervisor/Department

ACTION OF HRMO:

Recommending for Approval/Disapproval:

Reason: _____

Approved/Disapproved:

Pres/VPs/Dean/Director/Chief/Head of Office

ACTION OF BUDGET OFFICER

Travel Expenses in the amount of _____ is allowed
and charged to : _____

Name & Signature of Budget Officer

AFTER TRAINING RE-ENTRY ACTION PLAN SUBMITTED & RECEIVED/RE-ECHO WAS CONDUCTED:

Name and Signature of Administrative Officer/HRMO Training Officer

Noted:

Pres/VPs/Dean/Director/Chief/Head of Office