**NOTICE OF RESCHEDULING/CANCELLATION/POSTPONEMENT/SUBSTITUTION/NON-ATTENDANCE**

**(FOR IN-HOUSE AND EXTERNAL TRAINING)**

**Title of Training/Seminar**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Conduct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue/Platform:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Rescheduling

 Cancellation

 Postponement

 Substitution

 Non-attendance

*\*Reason for not attending:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 Signature over Printed Name

Noted by:

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Director/Head/Chairperson/Dean

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| Form No.: TSU-TOD-SF-25 | Revision No.: 00 | Effectivity Date: October 6, 2023 | Page 1 of 1 |

 TARLAC STATE UNIVERSITY

 OFFICE OF HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

 **TRAINING AND ORGANIZATIONAL DEVELOPMENT UNIT**

**NOTICE OF RESCHEDULING/CANCELLATION/POSTPONEMENT/SUBSTITUTION/NON-ATTENDANCE**

**(FOR IN-HOUSE AND EXTERNAL TRAINING)**

**Title of Training/Seminar**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Conduct: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue/Platform:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Signature over Printed Name

Noted by:

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Director/Head/Chairperson/Dean