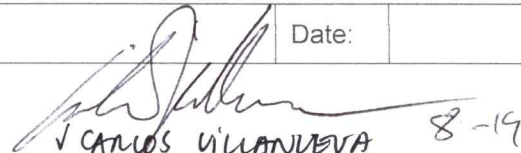


Please note all Course Details will be sent to personal email accounts.

SECTION A – GENERAL			
Full Name:	CRISANTO BALACAND		
Position:	WELDER / FABRICATOR		
Company:	G.SOUTH		
SBU Name & Cost Center:	GLACIER SOUTH / ENGG.		
SECTION B – TRAINING / COURSE DETAILS			
Course / training requested:	FLO / NC II		
Justification:			
Cost of course (PHP):	₱ 15,000.00		
Course duration:			
Course dates:			
Provider and location: (please note provisional bookings)			
Accommodation: (if required)	Date of check in:	No. of nights:	
Preferred accommodation:			
Dates during leave requiring training payment:			
SECTION C – APPROVALS			
Employee status: (tick as appropriate)	<input checked="" type="checkbox"/>	Regular	Probationary
PLEASE CHECK IF ALL DETAILS ARE CORRECT BEFORE SIGNING			
Employee Signature:		Date:	
Department Head Name:			
Department Head Signature:		Date:	
SECTION D – FINANCIAL AUTHORISATION			
Print name:			
Signature:		Date:	


✓ CARLOS VILLANUEVA 8-19
carin.villegas@glacierlogistics.com.ph



PLEASE EMAIL COMPLETED FORMS TO carin.villegas@glacierlogistics.com.ph

- To help us to process this request as quickly as possible, please ensure all relevant information is included above and the appropriate approvals are noted.
- We will endeavour to confirm course bookings within 7 days of receipt of a Training Request. Full Joining Instructions will be issued near the date of the course. If these have not been received one week prior to the scheduled course, please contact the Training and Development Team.
- Please ensure that you inform the Training and Development Team if you are unable to attend the course for any reason as failure to attend courses and any related accommodation and travel arrangements can incur unnecessary costs.

Training Request Form

T&D Form #1, January 2023

Please note all Course Details will be sent to personal email accounts.

SECTION A – GENERAL			
Full Name:	RIC TABANGAY / MIKE GLORIA		
Position:	REF. TECH Security Officer		
Company:	G SOUTH G SOUTH		
SBU Name & Cost Center:	GLACIER SOUTH / ENGG. SECURITY & SAFETY		
SECTION B – TRAINING / COURSE DETAILS			
Course / training requested:	FLO / NCII FLO / NCII		
Justification:			
Cost of course (PHP):	₱ 15,000.00 + 3,000.00		
Course duration:			
Course dates:			
Provider and location: (please note provisional bookings)			
Accommodation: (if required)	Date of check in:	No. of nights:	
Preferred accommodation:			
Dates during leave requiring training payment:			
SECTION C – APPROVALS			
Employee status: (tick as appropriate)	<input checked="" type="checkbox"/>	Regular	Probationary
PLEASE CHECK IF ALL DETAILS ARE CORRECT BEFORE SIGNING			
Employee Signature:		Date:	
Department Head Name:			
Department Head Signature:		Date:	02 JUL 2024
SECTION D – FINANCIAL AUTHORISATION			
Print name:			
Signature:		Date:	8-10

Carlos Villanueva
CARLOS VILLANUEVA

PLEASE EMAIL COMPLETED FORMS TO carin.villegas@glacierlogistics.com.ph

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