**ACTIVITY/CALENDAR CHANGE FORM (ACCF)**

***To be filled out by the requester***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Functional Division/ Section/ Unit | Choose an item. | | | |
| Date of Request | Click or tap to enter a date. | | | |
| Type of Request |  | Change of Date | | |
|  | Revision of Title | | |
|  | New Activity  Approved WFP  ATC | | |
| **For Change of Date** | | | | |
| Title of the Activity |  | | | |
| Original Date based on the Approved Calendar |  | | | |
| New Schedule |  | | | |
| Target Participants |  | | | |
| Brief explanation why the activity needs to be rescheduled |  | | | |
| **For Revision of Title** | | | | |
| Original Title of the Activity |  | | | |
| New Title of the Activity |  | | | |
| Reason/s |  | | | |
| **For New Activity** | | | | |
| Title of the Activity | | | Proposed Date | Target Participants |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| *Add row/s if necessary.* | | |  |  |

|  |  |
| --- | --- |
| Prepared by: | Certified Correct: |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Focal Person | Functional Division Chief |
| Date | Date |

***To be filled out by Policy, Planning and Research Division (PPRD)***

|  |  |  |  |
| --- | --- | --- | --- |
| Findings as regards proposed date and target participants: | | | |
| * Not in conflict with existing activities * In conflict with existing activities | | | |
| *If in conflict with existing activity/ies,* | | | |
| No. of Activity/ies that maybe affected: \_\_\_\_\_ | | | |
| **Title** | **Target Participants/Involved Personnel** | **Date** | **Concerned FD** |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
| *Add row/s if necessary.* |  | Click or tap to enter a date. |  |

|  |  |  |
| --- | --- | --- |
| Reviewed:  **ELINO S. GARCIA**  Chief Education Supervisor  Policy, Planning and Research Division |  | Approved:  **ATTY. ALBERTO T. ESCOBARTE, CESO II**  Regional Director |
| Click or tap to enter a date. |  | Click or tap to enter a date. |