**(Date)**

**HAROLD JOHN D. CULALA**

**Vice President for Academic Services**

Dear VPAS Culala:

The **NAME OF ORGANIZATION** requests your approval for the following changes in our attached approved event entitled, **“TITLE/NAME OF THE PROJECT”.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **From** | **To** |
|  | **Date** |  |  |
|  | **Time** |  |  |
|  | **Venue** |  |  |
|  | **Speaker** |  |  |

**Reason/s:**

|  |  |
| --- | --- |
|  | Speaker is no longer available for the original schedule. |
|  | The original venue cannot accommodate the increase in number of confirmed participants. |
|  | There was conflict with another organization’s event. |
|  | There was an unanticipated class suspension (e.g., bad weather, mass rally, other emergencies) |
|  | Others (pls. specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name

Vice President/Proponent

**Noted:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name

Adviser

**Endorsing Approval:**

**Graciel A. Lintag**

**Director, Student Development**