Malayan Colleges Laguna
A MAPÚA SCHOOL

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| REVISION NO : | 00 |
| REVISION DATE : | Sept. 27, 2018 |

# REQUEST FOR PROOFREADING HONORARIUM

IMPORTANT INFORMATION

- THIS FORM MUST BE ACCOMPLISHED AFTER THE PROOFREADING PROCESS.

| COURSE: | COURSE CODE: | SY/TERM: |
|---|---|---|
| SECTION: | PROGRAM: | |

| NAME OF PROOFREADER | |
|---|---|

| GROUP CODE | HONORARIUM | STATUS |
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| GRAND TOTAL AMOUNT OF HONORARIUM | |
| AMOUNT OF HONORARIUM FOR RELEASE | |

| PREPARED BY (PROOFREADER) | ENDORSED BY (PROGRAM CHAIR) | APPROVED BY (DEAN) |
|---|---|---|
| SIGNATURE OVER PRINTED NAME \| DATE | SIGNATURE OVER PRINTED NAME \| DATE | SIGNATURE OVER PRINTED NAME \| DATE |

Copies : (1) College, (2) HRMO, (3) ACO