

## ACADEMIC STANDARD PRACTICE GUIDE FORMULATION REQUEST

**IMPORTANT INFORMATION**

- ✓ THIS FORM SHALL BE DULY ACCOMPLISHED BY AN INDIVIDUAL OR A GROUP'S REPRESENTATIVE SERVING AS THE PROPONENT OF THE PROPOSED STANDARD PRACTICE GUIDE (SPG) FOR AN ACADEMIC OPERATION AND THE COMPONENT THEREOF THAT IS NOT YET COVERED BY EXISTING STANDARD PRACTICE GUIDES.
- ✓ IT IS THE RESPONSIBILITY OF THE PROPONENT(S) TO ENSURE THE ACCURACY OF THE INFORMATION STATED BELOW.
- ✓ THIS FORM IS TO BE SUBMITTED TO THE ACADEMIC COUNCIL SECRETARIAT FOR ENDORSEMENT TO CONCERNED ACADEMIC COUNCIL COMMITTEE.
- ✓ ONCE RECEIVED BY THE CHAIRMAN OF THE COMMITTEE IN-CHARGE, THE AC SECRETARIAT PROVIDES THE PROPONENT A COPY OF THE SIGNED FORM

<b>ASFR NO.</b>	<b>PROponent's NAME</b>	<b>DATE OF FILING</b>
<b>TITLE OF PROPOSED SPG AND THE COMPONENT THEREOF</b>		
<b>RATIONALE OF SPG's SCOPE</b>		
<b>PREPARED BY:</b>	<b>ASSIGNED BY:</b>	<b>RECEIVED BY:</b>
_____ PROponent's SIGNATURE/DATE	_____ AC SECRETARIAT'S SIGNATURE/DATE	_____ COMMITTEE CHAIR'S SIGNATURE/DATE
<b>COMMITTEE IN-CHARGE (To be determined by Academic Council Secretariat)</b>		
<input type="checkbox"/> COMMITTEE ON ACADEMIC OPERATIONS (CAO)	<input type="checkbox"/> COMMITTEE ON FACULTY WELFARE (CFW)	
<input type="checkbox"/> COMMITTEE ON RESEARCH AND EXTENSION SERVICES (CRES)	<input type="checkbox"/> COMMITTEE ON STUDENT WELFARE (CSW)	
	<input type="checkbox"/> COMMITTEE ON SHS OPERATIONS (CSO)	

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