**EXTERNAL SURVEY REQUEST FORM**

**REQUEST DATE :**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF THE SURVEY** | | |  | | | | | |
| **PURPOSE(S) OF THE SURVEY** | | | | | | | | |
| **1** |  | | | | | | | |
| **2** |  | | | | | | | |
| **3** |  | | | | | | | |
| **TARGET RECIPIENT**  *Please specify the industry category of your target audience (i.e. Petrochemicals, Education, Oil and Gas, etc.)* | | | | | | | | |
|  | | | | | | | | |
| **SURVEY LINK** | | | | | **SURVEY TIMEFRAME** | | | |
|  | | | | | **FROM** | | | **TO** |
|  | | |  |
| **REQUESTER INFORMATION** | | | | | | | | |
| **Requesting Department** | | | |  | | | | |
| **Requester Information**  (Name, Job Title, Email) | | | |  | | | **Signature** | |
|  | |
| **Reviewed by**  (Chairman/Director) | | | |  | | |  | |
|  | | **APPROVED BY** | | | | | | |
| **Name** | |  | | | |  | | |
| **Job Title** | | College Deputy, ETA | | | | College Deputy, CQA | | |
| **Signature / Date** | |  | | | |  | | |

|  |  |  |
| --- | --- | --- |
| **FOR INDUSTRIAL RELATIONS USE ONLY** | | |
| **To be distributed through:**  *Social Media Accounts*  *Email (External Recipients)*  *Email (Internal Recipients)*  *Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | **APPROVED FOR IMPLEMENTATION**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ABDULLAH M. BAAGIL**  Director, Industrial Relations | **Assigned To** |
|  |
| **Completion Date** |
|  |