Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chairperson

PRAISE Committee

This University

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Greetings!

This is to respectfully submit for review of the PRAISE Committee the following names of teaching/non-teaching personnel who were directly involved in the achievement of *(Name of University Accomplishment/Award)* in the year (\_\_\_\_\_\_) together with their notable contributions.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Teaching/Non-Teaching Personnel** | **Contribution** | **Supporting Documents** |
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I am also submitting the achievement of my faculty members/personnel for the review by the committee and recognition by the University. Attached are the pertinent documents (Criteria, Guidelines, Certificate/Plaque).

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| --- | --- | --- | --- | --- | --- |
|  | **Name of Faculty Member/Personnel** | **Award/Recognition Received** | **Award-Giving Body** | **Level of Recognition\*** | **Date Received** |
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*\*Local/ Regional/ National/ International*

Thank you!

Respectfully,

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

Dean/Director

Noted:

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

Vice President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_