*please don't change font-style and size.

# SHORT-TERM CONSULTANCY ENGAGEMENT FORM

| **Department/Office/College/Unit Providing Short-Term Consultancy Service** | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | CGS | | CAS | | CIT | | CoEng'g | | CoEd | | CONHS | | COFMAS | | PC | | BC | | Others |
| *Specify if other than colleges/campuses (e.g. SWDS):* | | | | | | | | | | | | | | | | | | | |
| R&E Divisions/Units (specify) | | | | | | | | | | | | | | | | | | | |
| Date of Engagement | | | | | | | | | | | Time/Duration of Engagement | | | | | | | | |

| Name of Consultant(s) | Affiliation |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| **Name of Client(s)** | **Affiliation/Address** |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

| **Nature of Request** | | Letter of Request | | Walk-in | | Referred from/by: |
|---|---|---|---|---|---|---|

## CONSULTANCY AGENDA

| | |
|---|---|
| Purpose of Consultation | |
| Detail of Concern *(Please write the summary of concern here. If space is not enough, use an extra sheet)* | |
| Action Recommended | **DETAILS OF RECOMMENDATIONS** |
| | For full-blown consultancy |
| | Referred to other/ appropriate Agency |
| | Referred to other office/unit in SSU |
| | Conduct another meeting |
| | One-time consultancy |

*(Please write the summary here. If space is not enough, use an extra sheet)*

| | | |
|---|---|---|
| I confirm the above written information/transcription (summary) of what was discussed during the meeting. | | |
| Name and Signature of Client(s) | | Name and Signature of Consultant(s) |
| Note: Please atatch attendance sheet if clients and consultants is a team | | |

*Note: This form must be filled-up every time there is an external client seeking consultancy.*

# SHORT-TERM CONSULTANCY ENGAGEMENT FORM

*Extra Sheet (page _____ of _____)*

| CONSULTANCY AGENDA | |
|---|---|
| Purpose of Consultation | |
| Detail of Clients Concerns | |
| Details of Recommendations | |
| Initial of Client(s) | Initials of Consultant(s) |