

ST. DOMINIC COLLEGE OF ASIA
Dominican Learning Resource Center

Faculty Information

Name: Juan Dela Cruz

Department: CAS

ID Number: 2025-00422

Borrowed Items Summary

This document acknowledges that the faculty member previously borrowed several educational materials for instructional use. The items were utilized during coursework preparation and were returned on separate dates. The staff has recorded the movement of materials as part of the routine tracking process used by the center.

The returned books include materials used in research writing, general education enhancements, and course development activities. Additional notes were logged regarding minor wear on one of the items; however, this note was added only for internal documentation.

Staff Notes

The staff member on duty observed that the faculty member regularly coordinated during the period of borrowing. Additionally, the faculty indicated that the materials were only used inside SDCA premises and followed the standard return process.

A summary of item circulation is stored in the internal system for reference.
No further remarks were added.

Staff on Duty:

Michelle Rivera

DLRC Staff