



Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR CAMPUSES
Taguig City Campus

PROPERTY AND FACILITY RESERVATION FORM

Organization Event

Reservation ID: RSRVTN-70g0k79ol29hs89

1. REQUESTER INFORMATION

Name of Requester: Sofia Anne Barrantes

Course and Section: N/A

Email Address: bsofiaanne@gmail.com

2. RESERVATION DETAILS

Organization name: CS

Organization Adviser: asdasd

Event Title: as

Date(s) Needed: 6/15/2025 - 6/15/2025

Time Needed: From 08:00 PM To 08:00 PM

Preparation Time: From 08:00 PM To 08:00 PM

Target Venue: Gymnasium

Target Capacity: 12

Organization Adviser

Signature: _____

3. PROPERTY/EQUIPMENT REQUESTED

Item Name	Qty	Special Note
Aircon	50	
Long Table	1	
Office Chairs	2	
Industrial Fans	3	

IMPORTANT NOTE: It is your responsibility for the proper use, safekeeping, and timely return of the reserved property. You must agree to comply with all applicable university policies and procedures, and accept responsibility for any loss or damage that may occur.

4. FOR ADMINISTRATIVE USE ONLY

Head of Student Affairs: **Approved**

Signature: _____

Campus Director: **Approved**

Administrative Officer: **Approved**

Signature: _____

Signature: _____

Date: _____

Date: _____

Property Custodian: **Approved**

Signature: _____

Date: _____