<div align="center">

UNIVERSITY OF SAN JOSE-RECOLETOS
CEBU CITY

</div>

<div align="right">

Date Filed: ${date}

</div>

<div align="center">

RESERVATION SLIP

</div>

For the Use of: ${Car or School Bus}
Date of Travel: ${Date of Travel}
Departure: ${Departure Time}
Estimated Time of Return Trip: ${Estimated Return Time}
Destination: ${Destination}
Purpose: ${Body}

Requested By:
${Sender}

| NOTED: | APPROVED: |
|---|---|
| ${Dean} | ${Property Administrator} |
| ${Dean-Name} | ${Property Administrator-Name} |
| ${Dean-Position} | ${Property Administrator-Position} |