UNIVERSITY OF SAN JOSE-RECOLETOS

Cebu City

**STUDENT AFFAIRS OFFICE**

RESERVATION SLIP

Date: ${Date}

Venue: ${Venue}

Date of Reservation: ${Reservation Date}

Time of Reservation: ${Reservation Time}

Occasion: ${Occasion}

Facilities Needed: ${Body}

Filed by:

${Sender}

|  |  |
| --- | --- |
| Noted By:  ${College Dean}  ${College Dean-Name}  ${College Dean-Position} | Approved By:  ${SAO Director}  ${SAO Director-Name}  ${SAO Director-Position} |