



Republic of the Philippines
PROVINCE OF MISAMIS ORIENTAL
MUNICIPALITY OF TAGOLOAN
OFFICE OF GENERAL SERVICES
REQUEST FORM



*REQUEST OFFICE/ AGENCY	*CONTACT NUMBER:	
*ADDRESS:	*PURPOSE:	
REQUEST DETAILS		
REQUEST FOR: (Please specify the unit in the box provided)		
*DATE BORROWED:	*TIME OF USAGE:	*DATE TO RETURNED (No. of days):
I will be accountable to any damage incurred in the equipment's and will return the equipment/materials promptly and in the same working condition it was borrowed.		
(Borrowers Name and Signature)		
Verified by:	Noted by:	
APRIL ROSE V. APAS GSO Staff	ERIC P. RAGANDANG, CE OIC-General Services Officer	
Approved by:		
ATTY. NADYA B. EMANO-ELIPE Municipal Mayor		