



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



*REQUEST OFFICE/ AGENCY	*CONTACT NUMBER:
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*ADDRESS:	*PURPOSE:
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**REQUEST DETAILS**

**REQUEST FOR:** (Please specify the unit in the box provided)

*DATE BORROWED:	*TIME OF USAGE:	*DATE TO RETURNED (No. of days):
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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:

**APRIL ROSE V. APAS**  
GSO Staff

Noted by:

**ERIC P. RAGANDANG. CE**  
OIC-General Services Officer

Approved by:

**ATTY. NADYA B. EMANO-ELIPE**  
Municipal Mayor