



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

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*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 wrking 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