



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		
*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.		
<hr/> <p>(Borrowers Name and Signature)</p>		
Verified by:	Noted by:	
<b>APRIL ROSE V. APAS</b> GSO Staff	<b>ERIC P. RAGANDANG, CE</b> OIC-General Services Officer	
Approved by:		
<b>ATTY. NADYA B. EMANO-ELIPE</b> Municipal Mayor		