



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



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### RETURN ACKNOWLEDGEMENT SLIP

Borrower's Name: \_\_\_\_\_ Borrower's Phone No: \_\_\_\_\_

Borrower's Address: \_\_\_\_\_

Item Description: \_\_\_\_\_  
\_\_\_\_\_

**Request ID:**

I, \_\_\_\_\_, hereby claim total responsibility for the above-described equipment. I understand that if this equipment is lost, stolen, damaged, etc. that I am responsible for its replacement or repair.

Borrower:

Released By:

Printed Name & Signature/Date

Printed Name & Signature/Date



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### RETURNED ITEM SLIP

The undersigned GSO staff hereby received the item borrowed by \_\_\_\_\_ with the following description:

Item Description: \_\_\_\_\_  
\_\_\_\_\_

**Request ID:**

\_\_\_\_\_  
Printed Name & Signature

Date Returned: \_\_\_\_\_