	EASTERN VISAYAS STATE UNIVERSITY		
	Tacloban City		
	Title of Form: Reservation Form	Control No.	EVSU-GS-F-019
		Revision No.	01
Date		November 6, 2019	

Activity/Event: _____
 Date of Use: _____ Inclusive Time: _____
 Purpose/Nature of Activity: _____

We hereby promise to take utmost care of the facilities in the Function Room for which we are accountable and shall maintain the cleanliness and orderliness of the same during and after our activity.

Requested by: _____ Recommending Approval: _____


 (Signature Over Printed Name) (Signature Over Printed Name)

 Position/Designation Position/Designation

Action Taken:
 Approved Disapproved

ANALYN C. ESPAÑO, D.A.
 Dean

File/LOG:
 Received: _____ Date: _____ Time: _____

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