

	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan 3010 Telefax: 044 762 1427 044 762 0120 Email: info@basc.edu.ph www.basc.edu.ph		Document No.: BASC-GEN-004-08
			Effectivity Date: 04.01.19
<i>Title: REQUEST FOR THE USE OF INSTITUTE / UNIT FACILITY*</i>			
Facility being Requested:			
Requesting Office/ Unit/ Organization:			
Intended Date of Use:		Time:	
Purpose:	<input type="checkbox"/> Seminar/Training <input type="checkbox"/> Meeting <input type="checkbox"/> Special Class/ Class Activity <input type="checkbox"/> Lab Experiment <input type="checkbox"/> Presentation <input type="checkbox"/> Others, please specify: _____		
Participants who will Use the Facility:	<input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Alumni <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Others, please specify: _____		
Person in Charge during the event/ Activity:		Position:	
Miscellaneous request:	<input type="checkbox"/> Basic Sound System <input type="checkbox"/> Operator <input type="checkbox"/> Maintenance Personnel <input type="checkbox"/> Projector <input type="checkbox"/> Others, please specify: _____		
Requested by:P	(Signature over printed Name and Designation)	Date Signed:	
As to Availability of Facility:	_____ Facility In-Charge	Remarks:	
Approved:	<p style="text-align: center;"><u>JAMESON H. TAN, Ed.D.</u> SUC President III</p>		Remarks:

*Institute / Unit facility includes laboratory and classrooms.