

**University of the Philippines Cebu**  
**General Request Form / Event Sheet**  
**(College Activities / Rental and Use of Facilities / Equipment)**

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_ Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

<b>1. Name:</b>		<b>2. Division / Office :</b>																									
<b>3. Class / Club / Organization:</b>																											
<b>4. Purpose:</b>		<b>5. Venue :</b>																									
<b>6. Participants : All UPC faculty, reps</b> <b>Speakers :</b>																											
<b>7. Date :</b>		<b>8. Time :</b>																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; vertical-align: top;"><b>9. Equipment &amp; Other Facilities Needed:</b></td> <td style="width: 30%;">LCD _____</td> <td style="width: 30%;">Tables, No. _____</td> <td style="width: 5%;"></td> </tr> <tr> <td></td> <td>Overhead Projector _____</td> <td>Electric Fan _____</td> <td></td> </tr> <tr> <td><b>Free use:</b> Requested ( / )</td> <td>Sound System _____</td> <td>Tape Recorder _____</td> <td></td> </tr> <tr> <td><b>Specify</b> _____</td> <td>Aircon _____</td> <td>Classroom _____</td> <td></td> </tr> <tr> <td>_____</td> <td>Chairs, No. _____</td> <td>Others _____</td> <td></td> </tr> <tr> <td style="text-align: center;">Not Requested ( )</td> <td></td> <td></td> <td></td> </tr> </table>				<b>9. Equipment &amp; Other Facilities Needed:</b>	LCD _____	Tables, No. _____			Overhead Projector _____	Electric Fan _____		<b>Free use:</b> Requested ( / )	Sound System _____	Tape Recorder _____		<b>Specify</b> _____	Aircon _____	Classroom _____		_____	Chairs, No. _____	Others _____		Not Requested ( )			
<b>9. Equipment &amp; Other Facilities Needed:</b>	LCD _____	Tables, No. _____																									
	Overhead Projector _____	Electric Fan _____																									
<b>Free use:</b> Requested ( / )	Sound System _____	Tape Recorder _____																									
<b>Specify</b> _____	Aircon _____	Classroom _____																									
_____	Chairs, No. _____	Others _____																									
Not Requested ( )																											
<b>10. Funding :</b> ( ) Requested ( ) Not Requested																											
<b>11. Request funding to be charged to :</b> _____		<b>Amount:</b> _____																									
( ) Approved ( ) Disapproved		<b>Certified Funds Available</b>																									
_____		_____																									
<b>Office Concerned / Coordinator</b>		<b>Budget Officer</b>																									
<b>12. Rental Charges :</b>																											
(if applicable)																											
Conference Room	Rate / Hour _____	No. of Hrs. _____	Amount _____																								
Audio-Visual Room	Rate / Hour _____	No. of Hrs. _____	Amount _____																								
Sound System	Rate / Hour _____	No. of Hrs. _____	Amount _____																								
Others _____	Rate / Hour _____	No. of Hrs. _____	Amount _____																								
_____		_____																									
<b>Head, CDMO</b>		<b>Accounting</b>																									
<b>13. Recommending Approval :</b>																											
(unit concerned)		Div. Chair / Org. Adviser _____ OSA _____																									
		CDMO / AVR _____ Property _____																									
		Others _____ Room Use Committee _____																									
<b>14. Action:</b> ( ) Approved ( ) Disapproved																											
<b>Remarks :</b>																											
			_____																								
			<b>Dean</b>																								

Note: To be accomplished in five (5) copies for:  
 Dean / Associate Dean  
 OSA  
 CDMO / Room Use Committee (2)  
 Organization / Division / Requisitioner