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

**NOTIFICATION FORM**

Please be informed that based on the records of the Sports and Athletics Unit, you have not yet returned the borrowed item/s listed below. Therefore, you are obliged to return the borrowed item/s as soon as possible. Prompt return of borrowed items will ensure that said item/s will be available for other users.

|  |  |
| --- | --- |
| Agency |  |
| Position |  |
| Name/Person In-Charge |  |
| Date of Release |  |
| Expected date of return |  |
| List of Equipment  |  |
| Number of Equipment |  |
| Equipment Identification Number/s |  |

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VENUS NAIDA P. BAWIYAN**

Materials & Equipment Custodian Sports & Athletics Director