

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Lamut, Ifugao

REQUEST FOR THE USE OF RP VEHICLE

Requesting Official: _____ Request No. _____

Program/Position/Designation: _____ Date Requested: _____

Destination/Place/s: _____ Time Requested: _____

Purpose/s: _____

Authorized Passenger/s: _____

Date of Departure: _____ Time of Departure: _____

Date of Return: _____ Inclusive/Exclusive date/s of travel: _____

Charge to what fund source : _____

Recommending Approval:

(Signature of Requesting Official)

(Immediate Supervisor)

ACTION ON REQUEST

Request: Approved Disapproved due to:
 Vehicle Plate No. _____
 Driver: _____

Dispatched:

(Director, General Services)

APPROVED:

SERAFIN L. NGOHAYON, Ph.D.
University President