

UP MINDANAO

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Address: Administration Building, Mintal, Tugbok District, 8221 Davao City Telefax: 063-082-2930258 Email: ovca.upmindanao@up.edu.ph

Conditions in Staying at the UPMin

Guesthouse:

UPMIN GUESTHOUSE ROOM RESERVATION & CHARGE SLIP

Date Requested: 1) Maintain cleanliness in all premises of the Guesthouse; Requested by: _____ Office/Unit: _____ 2) Respect everyone staying in the Guesthouse, Date (s) of Stay: IN: _____ OUT:____ this includes, but not limited to, ensuring ETD: ____ that the other persons in the Guesthouse are Purpose/Activity: not disturbed: 3) Do not bring unathorized persons to the Guesthouse. Name of Guest(s): 4) Proper use of appliances 5) Turn off/ unplug electrical devices after use. Conforme: Total Amount : _____ OR # : ____ Date : ___ Printed Name and Signature Approved: ASST, PROF, LEO MANUEL B. ESTAÑA Date Vice Chancellor for Administration



UP MINDANAO

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Address: Administration Building, Mintal, Tugbok District, 8221 Davao City Telefax: 063-082-2930258 Email: ovca.upmindanao@up.edu.ph

UPMIN GUESTHOUSE ROOM RESERVATION & CHARGE SLIP

Date Requested:

Requested by:

Date (s) of Stay: IN:

ETA:

ETD:

Purpose/Activity:

Name of Guest(s):

Total Amount:

OR #:

Date:

Approved:

Conditions in Staying at the UPMin Guesthouse:

- 1) Maintain cleanliness in all premises of the Guesthouse:
- 2) Respect everyone staying in the Guesthouse, this includes, but not limited to, ensuring that the other persons in the Guesthouse are not disturbed;
- 3) Do not bring unathorized persons to the Guesthouse.
- 4) Proper use of appliances
- 5) Turn off/ unplug electrical devices after use.

Conforme:

Printed Name and Signature

ASST. PROF. LEO MANUEL B. ESTAÑA

Vice Chancellor for Administration

Date