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

**NOTIFICATION FORM- Internal**

Please be informed that based on the records of the Sports and Recreation 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.

|  |  |
| --- | --- |
| Name |  |
| Course/Department/Unit |  |
| ID Number |  |
| Date of Release |  |
| Expected date of return |  |
| List of Equipment  |  |
| Number of Equipment |  |
| Borrower’s Response |  |

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

*Materials & Equipment Custodian ‘s Director, Sports & Recreation*

 *Name and Signature*