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

**NOTIFICATION FORM- External**

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 of Agency |  |
| Person In-Charge |  |
| 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