



February 28, 2022

CHARIS LIMBO, Ph.D.
Director, IHK
Visayas State University

Dear Ma'am Limbo,

We would like to request from your good office if we can borrow 40 white chairs or monobloc chairs to be used during our released of cheque for Tertiary Education Subsidy (TES) at the Lower Guardpost or near the ATM Machine starting tomorrow.

Sincerely,


Marlon V. Dampios
NSTP Clerk / dDRC

Noted:


MANOLO B. LORETO, JR.
Dean of Students

Approved by:

CHARIS LIMBO, Ph.D.
Director, IHK



IHK BORROWER'S RECEIPT

Filled in by the borrower	
Date filed:	Feb. 28, 2022
Dept./Course/Year:	NSTP
Borrower's Name	Marlon V. Dampios
ID Number:	
Contact Number:	09056839971

Filled in by IHK Staff	
Date filed:	
Filed by:	
Designation/Position:	

THIS IS TO ACKNOWLEDGE THAT I/WE BORROWED THE FOLLOWING ITEM(S) LISTED BELOW:

Item #	Qty.	Unit	Equipment and Brand Name	Date Borrowed	Due Date	Remarks
1	40	PCS	MONOBLOC CHAIRS	3 / 1 / 2022		

PURPOSE:

To be used during our released of cheque for Tertiary Education Subsidy (TES) at the Lower Guardpost or near the ATM Machine.

**Note: Please be reminded that you have to take good care, dirt free, and return immediately the equipment you borrowed after using. In case of lost, the IHK has the right to demand replacement with the same specification, brand and quality of the equipment borrowed.*

MARLON V. DAMPIOS

Borrower's Signature over Printed Name

Release by:

Approved:

Property Custodian, IHK

CHARIS B. LIMBO
Director, IHK