



JH CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

IMC/AVR BOOKING

Instructions: Fill in all the required information, DO NOT leave an item blank.

Personal Information		
SURNAME, GIVEN NAME, MIDDLE NAME	Mobile Number	
Purpose	Dept./Subject/Organization	
Schedule		
Time (AVR Hours 07:am to 05:am to	Date	
Equipment on Request: (Pls. check)		
<input type="checkbox"/> DVD Player	<input type="checkbox"/> Electric Fan	<input type="checkbox"/> HDMI
<input type="checkbox"/> DLP/LCD Projector	<input type="checkbox"/> Sound System	<input type="checkbox"/> Extension Wire
<input type="checkbox"/> TV	<input type="checkbox"/> Microphone	<input type="checkbox"/> Tables and Chairs
<input type="checkbox"/> Wide Screen	<input type="checkbox"/> Rostrum	<input type="checkbox"/> Speaker
Other: _____		
VCD/DVD Tapes	Requested by	

Conditions on IMC/AVR Use:

1. The requesting party is responsible for the safekeeping of the materials and equipment inside the IMC/AVR in the duration of his/her use.
2. He/She makes sure that all the lights, equipment and air conditions are turned-off upon leaving the IMC/AVR.
3. He/She will get the key from the IMC/AVR In-charge.