



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
 Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness  
 OFFICE OF THE UNIVERSITY PRESIDENT

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### REQUEST FOR THE USE OF THE CSU OP CONFERENCE ROOM

REFERENCE NO. \_\_\_\_\_

DATE OF EVENT : \_\_\_\_\_ TIME: \_\_\_\_\_

NO. OF PAX : \_\_\_\_\_

EVENT/ACTIVITY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

Signature over Printed Name

OFFICE : \_\_\_\_\_

DATE REQUESTED : \_\_\_\_\_

SCHEDULE VERIFIED BY: \_\_\_\_\_

PMS Staff

Remarks:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by : \_\_\_\_\_

PMS Staff

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

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