**REQUEST FOR ROOM ACCOMMODATION/ FUNCTION ROOMS**

**Activity Details**

Activity/ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Free Use

Inclusive Dates of the Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discounted Rates

**Request Details**

 Room Accommodation No. of Rooms: \_\_\_\_\_ No. of Nights: \_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Function Room No of Pax: \_\_\_\_\_\_\_ No of Days: \_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Request: (pls Identify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Food Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Head/ Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University Support:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: Certified Correct:

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

Office Clerk College Dean/Unit Head/ Director

**Hotel Availability** *(to be filled up by the front desk agent)*

\_\_\_\_\_\_ The rooms are not available. \_\_\_\_\_\_ The rooms are available.

Check in Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check-out date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Rooms: \_\_\_\_\_\_ No. of guest per room: \_\_\_\_\_\_\_\_\_ Accommodation: \_\_\_\_\_\_\_days \_\_\_\_\_\_\_Night

Assigned Rooms : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Function Rooms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Room | Quantity | No of Nights/ Days | Rack Rates | Amount | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

Prepared by Noted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VON REX M. REYES

Front Desk Agent Hotel Manager

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Approval

Requested by: Funds Available: Recommending Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **JOHN ERWIN C. PANLILIO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DR. MARLON V. GAMIDO**

Dean/Unit Head/Director Director, Finance Immediate Vice President VP Admin and Finance

 Approved by:

**DR. MYRNA Q. MALLARI**

University President