



**UPMIN GUESTHOUSE ROOM RESERVATION
& CHARGE SLIP**

Date Requested : _____

Requested by : _____ Office/Unit: _____

Date (s) of Stay: IN: _____ OUT: _____

ETA : _____ ETD : _____

Purpose/Activity: _____

Name of Guest(s) : _____

Total Amount : _____ OR # : _____ Date : _____

Approved:

ASST. PROF. LEO MANUEL B. ESTAÑA
Vice Chancellor for Administration

**Conditions in Staying at the UPMIn
Guesthouse:**

- 1) Maintain cleanliness in all premises of the Guesthouse;
- 2) Respect everyone staying in the Guesthouse, this includes, but not limited to, ensuring that the other persons in the Guesthouse are not disturbed;
- 3) Do not bring unauthorized persons to the Guesthouse.
- 4) Proper use of appliances
- 5) Turn off/ unplug electrical devices after use.

Conforme:

Printed Name and Signature

Date



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