



ENDORSEMENT FOR THE REFUND OF SECURITY AND CLEANLINESS BOND

Date Requested: _____

Reference of Request for Refund

Official Receipt No.: _____

Name of Requesting Party: _____

Contact Details: _____

Area/Facility: _____

Address: _____

Activity: _____

Date(s) of use: _____

Time: _____

I certify that as per ocular inspection conducted on _____, no damages on the plants/physical assets were found on _____ and that there are no unsettled accounts for electricity, water and personnel services in relation with the activity mentioned above.

The request for the refund of the security deposit is hereby recommended.

MS. PERLITA C. RAÑA

Acting Director, Campus Maintenance Office

ATTY. JOHN S. BAROÑA

Acting Director, Public Safety and Security Office