



**OFFICE OF THE VICE CHANCELLOR FOR PLANNING AND DEVELOPMENT
 SITE DEVELOPMENT AND REFORESTATION PROJECT TEAM
 University of the Philippines Visayas, Miagao 5023
 Tel.No.: 315-9625 local 130
 Email: ovcpd.upvisayas@up.edu.ph**



Request Form for SDRP Service

Date of Request: _____

Directions: The information below will be used to fill out requests for borrowing decorative plants or ornamentals during events. Please fill out this sheet as completely and accurately as possible.

REQUESTOR INFORMATION	
Name:	Email address:
Organization/Affiliation/Office:	Contact Number:

OTHER DETAILS
<p>What is the nature of service being requested? Please check.</p> <p>Assess</p> <ul style="list-style-type: none"> a. the area for species to grow b. plants for fertilizer application c. ornamental plants that can be placed in buildings d. the area for tree avoidance, trimming/pruning, relocation, or cutting e. Others:
<p>Additional Information from the Requestor:</p>
<p>Response from the SDRP Staff:</p>
<p><i>Please return this filled-out form and make prior arrangements regarding the hauling and transport of plants with the SDRP office.</i></p>

Reviewed by & Position: _____

Endorsed by & Position: _____

Approved by & Position: _____