



**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 to Use Plant Decorations for Events

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		
How many pots of plants are you requesting?		
What are the specific plants/ornamentals you wish to borrow?		
Identify the specific event for which the plants will be used:	Pick-up Date:	Return Date:
Venue of Event:		
<i>Please return this filled-out form and make prior arrangements regarding the hauling and transport of plants with the SDRP office.</i>		

Reviewed by & Position: _____

Endorsed by & Position: _____

Approved by & Position: _____