

MITC FORM 3 **LABORATORY RESERVATION FORM**

Revised October 28, 2014

Laboratory : ( ) A ( ) B ( ) C ( ) D

Internet Laboratory : ( )

Mass Comm Lab : ( )

Requesting Department : \_\_\_\_\_

Date of Request : \_\_\_\_\_

**Date Needed** : \_\_\_\_\_

**Inclusive Time** : \_\_\_\_\_

**Activity:**

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

Supervisor of activity : \_\_\_\_\_

Prepared by :

\_\_\_\_\_  
(Pls print name and sign)

Noted:

\_\_\_\_\_  
Head of Department

**Aquinas University of legazpi**

Rawis, Legazpi City, 4500 Philippines

**Media Information and Technology Center**

Email: [itc@aq.edu.ph](mailto:itc@aq.edu.ph)

Tel. : 63-052-482-0324



Space below to be filled by MITC personnel

**Laboratory is Available:** ( )

**Laboratory is not Available:** ( )

Assigned to: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Director

Date : \_\_\_\_\_

**Please note The Supervisor must be present during the entire duration of the activity. Absence will mean**

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