



PERSONAL PROPERTY PASS

Document No. : FM-CM-05-01

Effective Date : July 30, 2019

Control No.: _____

Requested by (printed name & signature) _____

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Student

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Employee

Student No. & course/ Department/ Company: _____

Qty	Description	Serial No.

Ingress		Egress	
Date		Date	
Time		Time	
Location		Location	
Checked by		Checked by	

Noted by:

Approved by:

Department Head

Admin. Officer/ Facilities Officer

IMPORTANT: MAPUA SHALL NOT BE LIABLE FOR ANY LOSS AND/OR DAMAGE TO ITEMS BROUGHT INSIDE THE CAMPUS