

Authorization No.:



## AUTHORIZATION TO USE SBMA OWNED AND MANAGED FACILITIES

I. To be accomplished by requesting Department/Office. Date: \_\_\_\_\_

NAME OF OFFICIAL/CO : \_\_\_\_\_

NO. OF PERSON : \_\_\_\_\_ VISITOR/S \_\_\_\_\_ SBMA REPRESENTATIVES \_\_\_\_\_

DATE (DURATION) OF VISIT : \_\_\_\_\_ NO. OF DAYS. \_\_\_\_\_

PURPOSE OF VISIT : \_\_\_\_\_

HOUSING ACCOMMODATION

USE OF FACILITIES

\_\_\_\_\_ No. of night (s)

\_\_\_\_\_

\_\_\_\_\_ No. of rooms/units (s)

\_\_\_\_\_

\_\_\_\_\_ Discount (%)

\_\_\_\_\_

TOTAL DISCOUNT ALLOWED : \_\_\_\_\_

SPONSORING GROUP : \_\_\_\_\_

*Department/Office*

*(Name & Signature of Group/Department/Unit Head)*

2. Certified Available

**NOLAN T. SUDARIO**

Manager, LADD

3. Final Action/s

APPROVED

DISAPPROVED

REMARKS : \_\_\_\_\_

**RENATO W. LEE, III**  
SDA for the Business & Investment

**JONATHAN D. TAN**  
Chairman and Administrator