

 		Northern Bukidnon State College Research Ethics Committee
REC. Form No.	H-05	BORROWERS LOGBOOK
Version No.	1	
Date Approval: December 09, 2025		
Effectivity Date: December 09, 2025		

Research Ethics
Committee (REC) [Insert
Date]

File Details:

File Name/Number: [Insert File Name or
Number] File Description: [Insert Brief
Description of the File] Date Borrowed: [Insert
Date Borrowed]
Borrowed By: [Insert Name of Borrower]
Borrower's Affiliation: [Insert Affiliation/Organization of the Borrower]
Expected Return Date: [Insert Expected Return Date]

Return Details:

Date Returned: [Insert Date Returned]
Condition of File: [Insert Condition of the File upon Return (e.g., Good,
Damaged, Missing Pages)]
Returned By: [Insert Name of Person Returning the File]

Additional Notes/Comments:

[Insert any additional notes or comments regarding the borrowing or return of the file.]

RECEIVED BY:

[Signature Line for REC Representative Receiving the
Borrowed File] Date: _____

RETURNED BY:

[Signature Line for REC Representative Confirming the Return of
the File] Date: _____

BORROWER'S SIGNATURE:

[Signature Line for Borrower]

Date: _____

Note: This logbook should be used to track the borrowing and return of REC files. Each entry should include relevant details such as the file name/number, borrower's information, borrowing and return dates, file condition, and any additional notes or comments. All parties involved should sign and date the logbook to acknowledge the borrowing and return of the file.