



Union Christian College

JOB ORDER FORM

GENERAL SERVICES OFFICE (GSO) / TECHNOLOGICAL INNOVATION DEVELOPMENT (TID)

I. REQUEST (to be filled out by the requesting office)		Job Order # _____
Date Requested: _____		
Building/Facility: _____		Floor Number _____ Room Number: _____
Type of Work: <input type="checkbox"/> Carpentry <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Painting <input type="checkbox"/> Installation <input type="checkbox"/> Cleaning		
Description of Work: <input type="checkbox"/> Others (specify) _____		
_____ Name and Signature of Requestor/End User		
_____ Department/Unit Head		
II. PRE-INSPECTION (to be filled out by the GSO/TID personnel. Inspection to be attested by the requestor)		
Date Inspected: _____		
Status Report:		
<input type="checkbox"/> Repair <input type="checkbox"/> Installation <input type="checkbox"/> Reformat <input type="checkbox"/> Upgrade/Update		
<input type="checkbox"/> Cleaning <input type="checkbox"/> Renovation <input type="checkbox"/> Replacement <input type="checkbox"/> Others _____		
Inspected by: _____		Attested by: _____
_____ Name and Signature of GSO /TID Personnel		_____ Requestor/End User

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III. MATERIALS NEEDED to be filled out by the requesting office or GSO/TID personnel upon inspection
 ___ Available ___ For Purchase

Quantity	Specific Item Description & Name of Goods

Requestor/End User

Department/Unit Head

For Purchase

REINIER A. MANGAOANG
 Supply and Property Custodian

RUFINA M. DUMAOANG
 ADMIN & HRD Officer

Supplier: _____

PR # _____

IV. POST INSPECTION – JO completion (to be filled out by the GSO/TID personnel to be attested by the requestor.)

Date Inspected: _____

Status Report/Remarks: _____

Inspected by: _____
 GSO Supervisor /Technical Staff

Attested by: _____
 Requestor/End User

Noted: **RUFINA M. DUMAOANG**
 ADMIN & HRD Officer

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