



OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES VISAYAS



MEMORANDUM NO. RRO-2017-023

MEMORANDUM

TO : ALL Deans, Directors, and Heads of Units
DATE : 03 April 2017
SUBJECT : Use of a Single and Common Job Request Form

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The Job Request Form has been updated to improve its functionality and to implement changes in our internal policy and procedures. This will serve as a single and common form intended for job requests for repair and maintenance (e.g. water pipelines, electrical lines, fixtures, equipment, air-conditioning units, office furniture, computers, and University vehicles). This will replace the existing Job Request Forms of CDMO/DISP.

The form is attached for your convenience, and may also be downloaded at the UPV Intranet. Please ensure that you begin using the updated Job Request Form effective immediately. Thank you for your cooperation.

m. olaguer
RAUL R. OLAGUER

OIC-Vice Chancellor for Administration



UNIVERSITY OF THE PHILIPPINES VISAYAS



JOB REQUEST FORM

(Repair of Vehicles & Equipment/ Renovation of Existing Physical Structures)

TO: _____ (e.g. CDMO, DISP,...)

Requesting Unit:	Date:	Job Request No.:
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Location/ Building:	Tel. #:
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Description of Request:

Requested By: _____ Printed Name and Signature/Position	Approved: _____ Dean/Chief/Head of Office
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JOB REPORT

Date: _____

FINDINGS/OBSERVATIONS:

RECOMMENDATIONS:

ACTION TAKEN:

Conducted by: _____ Printed Name & Signature	Certified by: _____ Requestor (Printed Name and Signature)
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Note: Use separate sheet if necessary