



**UTILITY REQUEST FORM**

Filled in by requesting party	
Date filed	: 4/21/2025
Office/ Department	: ISRDS
Location	: VSU,Visca,Baybay City
Requesting party	: <u>MIZAEL B. CERNA</u> Name & Signature
Designation/ Position	: Adm Aide 3
Office/Department Head	: <u>LILIAN B. NUÑEZ</u> Name & Signature
Designation/ Position	: Director

Filled in by GSO	
Date received	:
Received by	:
	Name & Signature
Designation/ Position	:
Request Reference number	:

**Please check and specify the nature of work Requested**

- ☒ Grass Cutting ☐ Landscaping
- ☐ Office maintenance/Cleaning
- ☐ Restroom Maintenance ☒ Others (specify):  
Pulling of unwanted grass of the hedges

Brief Description of Service Requested
Grass cutting and pulling of unwanted grass of the hedges, must be done before the anniversary parade.

Filled in by GSO		
Materials/Supplies:	<input type="checkbox"/> Available	<input type="checkbox"/> Not Available
Supplies/Materials Required	Schedule of Request	Estimated hours/days to finished

Conducted  
by: \_\_\_\_\_  
GSO Utility

Approved  
by: \_\_\_\_\_  
RYSAN C. GUINOCOR  
OIC Head, GSO