



UTILITY REQUEST FORM

Filled in by requesting party		Filled in by GSO	
Date filed	: February 28, 2025	Date received	:
Office/Department	: ISRDS	Received by	
Location	: Visca, Baybay City	Designation/Position	: Name & Signature
Requesting party	: <u>ELIA MAURY C. JADINA</u> Name & Signature	Request Reference number	:
Designation/Position	: <u>Instructor I</u>		
Office/Department Head	: <u>LILIAN B. NUÑEZ</u> Name & Signature		
Designation/Position	: <u>Director</u>		

Please check and specify the nature of work Requested

- ☐ Grass Cutting ☐ Landscaping
- ☐ Office maintenance/Cleaning
- ☐ Restroom Maintenance ☒ Others (specify):
Piling, arranging and cleaning of stockroom

Brief Description of Service Requested
Piling, arranging and cleaning of the stockroom at the ISRDS building.

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

GENERAL SERVICES OFFICE

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