



UTILITY REQ

Filled in by requesting party	
Date filed	: 7/30/25
Office/Department	: Eco-Farm
Location	:
Requesting party	: <u>Encl. H. Alcantara</u> Name & Signature
Designation/Position	: <u>Utility Manager</u>
Office/Department Head	: <u>ED ALLAN M. ALCOVER</u> Name & Signature
Designation/Position	: <u>HEAD, ECO-FARM</u>

Please check and specify th	
<input checked="" type="checkbox"/> Grass Cutting	<input type="checkbox"/> Landscap
<input type="checkbox"/> Office maintenance/Cleaning	<input type="checkbox"/> Others (Specify)
<input type="checkbox"/> Restroom Maintenance	

Brief Description of Service Requested
<u>Grass cut weeds in Demo Farm & Outside of Eco Farm Building</u>

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
<u>GASOLINE</u>	<u>first week August</u>	<u>2 days</u>

Conducted by: JMS Utility

Approved by: RYSAN C. GUINOCOR
Head, JMS



DEPARTMENT: Eco-Farm DATE: 7/30/25
☒ GASOLINE _____ LITER @ ₱ _____
☐ DIESEL _____ LITER @ ₱ _____
☐ LUBRICANT: _____

TYPE OF VEHICLE/EQUIPMENT:

Grass Cutter

PURPOSE: Grass cut weeds in Demo Farm
& Outside of Eco Farm Building

Sign Here
WITHDRAWN

Encl. H. Alcantara

NOTED BY:

RYSAN C. GUINOCOR
HEAD, JMS