



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Office of the Vice President for Administration & Finance

JOB REQUEST

Control No.: _____

For: ☐ Check-up ☐ Installation ☐ Inspection
☐ Repair ☐ Maintenance ☐ Assembly

Department: Department of Food Science and Technology

Model No.: _____

Equipment: Water Dispenser

Serial/Property No.: _____

Accessories Included: _____

Description of the Problem(s):

Repair water dispenser

Filed by: Lorina A. Galvez

Signature: _____

Date: January 27, 2022

(To be filled-up by Technician)

Remark(s)

Technician:

Claimed by: _____

Signature: _____

Signature: _____

Date Finished: _____

Date Claimed: _____

(Fund Transfer/Deposit Authorization)

(P_____)

TOTAL AMOUNT: _____

Charged to: _____

Deposit to Instrumentation: _____

OVPAF-IU


LORINA A. GALVEZ

Requesting Department Head/Office

LEGARIO B. RAMOS

Incharge, Instrumentation Unit

DANIEL LESLIE TAN

Vice Pres. for Admin. & Finance

CERTIFIED AS TO AVAILABILITY
of appropriation in the amount of
P _____ within 45 days.

NICK FREDDY BELLO

Head, Accounting Unit