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| **MONTHLY SUMMARY REPORT** |
| **{{month}} {{year}}** |

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|  |  |  |  |  |  |  |
| **I. Total Cost per Section** | |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Section** | **Total** |  |  |  |  |
| a. | NSC | (tNSC0) |  |  |  |  |
| b. | Production | (tProd0) |  |  |  |  |
| c. | Meter Maintenance | (tMeterM0) |  |  |  |  |
| d. | Special Project | (tSpecProj0) |  |  |  |  |
| e. | Construction | (tConst0) |  |  |  |  |
| f. | Commercial | (tComm0) |  |  |  |  |
| g. | Sales | (tsales0) |  |  |  |  |
| h. | General Services | (tGenServe0) |  |  |  |  |
|  | **Total** | ***(TotalCons0)*** |  |  |  |  |

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| **Section** | **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** | **Total** |
| NSC | (tNSC1) | (tNSC2) | (tNSC3) | (tNSC4) | (tNSC5) | (tNSC0) |
| Production | (tProd1) | (tProd2) | (tProd3) | (tProd4) | (tProd5) | (tProd0) |
| Meter Maintenance | (tMeterM1) | (tMeterM2) | (tMeterM3) | (tMeterM4) | (tMeterM5) | (tMeterM0) |
| Special Project | (tSpecProj1) | (tSpecProj2) | (tSpecProj3) | (tSpecProj4) | (tSpecProj5) | (tSpecProj0) |
| Construction | (tConst1) | (tConst2) | (tConst3) | (tConst4) | (tConst5) | (tConst0) |
| Commercial | (tComm1) | (tComm2) | (tComm3) | (tComm4) | (tComm5) | (tComm0) |
| Sales | (tsales1) | (tsales2) | (tsales3) | (tsales4) | (tsales5) | (tsales0) |
| General Services | (tGenServe1) | (tGenServe2) | (tGenServe3) | (tGenServe4) | (tGenServe5) | (tGenServe0) |
| **TOTAL** | ***(TotalCons1)*** | ***(TotalCons2)*** | ***(TotalCons3)*** | ***(TotalCons4)*** | ***(TotalCons5)*** | ***(TotalCons0)*** |

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| **Prepared by:** | | **Noted by:** |
|  |  |  |
|  | **Charisma D. Sab-it** | **Mary Rose A. Aguillo** |
|  | Administrative Services Aide | Division Manager C  Administrative and General Services |