

DIGITAL WALKER CORP

Period Covered:

July 1-5, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
7/1/2022	CHINO DE LEON-OCULAR INSPECTION OF NO OUTPUT SPEAKER IN DW GLORIETTA (DWG2-062922-0030)	45.00 ✓
	MAIN OFFICE TO CUBAO	
	CUBAO TO AYALA	
7/4/2022	CHINO DE LEON-REPLACEMENT OF BUSTED LIGHTS IN 2 SETS SIGNAGE IN DW ONE BONIFACIO (DWONEBONI-062522-0032)	530.50 ✓
	MAIN OFFICE TO CUBAO	
	CUBAO TO ONE BONI	
	ONE BONI TO CUBAO	
	CHINO DE LEON-REPLACEMENT OF BUSTED LIGHTS IN 2 SETS SIGNAGE IN DW ONE BONIFACIO (DWONEBONI-062522-0032)	100.00 ✓
	OT MEAL (CHINO, ARNEL)	
	CHINO DE LEON-REPAIR OF BUSTED SIGNAGE IN DW TRINOMA/REPAIR OF STRIPLIGHT IN DW GRAND (DWGRAND-070222-0006) (DWTRI-070222-0007)	106.00 ✓
	MAIN OFFICE TO CUBAO	
	CUBAO TO N-A	
	N-A TO GRAND CENTRAL	
	GRAND CENTRAL TO CUBAO	
	CUBAO TO MAIN OFFICE	
7/5/2022	CHINO DE LEON-LABEL MAKING PROJECT IN DW TRINOMA	72.00 ✓
	MAIN OFFICE TO CUBAO	
	CUBAO TO N-A	
	N-A TO CUBAO	
	CUBAO TO MAIN OFFICE	
TOTAL:		853.50 ✓

Prepared by: JEN BAPISTA

ADMIN

Approved by: RAT GO

ADMIN HEAD

W

Requestor's Name:

Shimo den

Date of Requisition:

07-02

Date of Liquidation

Applicable if the liquidation resulted to "Advances to" employees.

Prepared by:

Chris Deliso
Requestor's Signature/ date

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Signature over printed name of the
Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

DIGITS TRADING INC.

#36 Mayor Ignacio S. Diaz St., Brgy. San Martin De
Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME	DATE SUBMITTED			
DEPARTMENT/STORE	WOR NO.			
PRIORITY LEVEL	EMERGENCY	URGENT/HIGH	INTERMEDIATE/MEDIUM	LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

-request for installation of speaker and ampli

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTER'S NAME	DATE RECEIVED
DEPARTMENT	CONTRACTOR/IN-HOUSE

To be fill up by the requester (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date	Start Time	End Time	Service Report No.
- need to install and wiring new speaker and ampli (complete ampli)			
- replacement of speaker and ampli			

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

NOTE: 1 SET SHOULD BE REQUESTED BY THE STORE
-AMPLIFIER AND SPEAKER

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	DATE VERIFIED
Laiza Sandayan	

To be fill up by the admin dept. and requestor..

PETTY CASH LIQUIDATION REPORT

Requestor's Name:

Chen Chen

Date of Requisition: 07.04.20

Date of Liquidation: 11/11/2011

DN

[illegible]

Less: Petty Cash Received

Advances from (Advances to) employee

Prepared by:

requestor's Signature/ date

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Received by

Signature over printed name of the
Requestor/ date

Applicable if the liquidation
resulted to "Advances to"
employee:

1155

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian.

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De
Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	06/25/22
DEPARTMENT/STORE	bw acc room	WOR NO.	DISORDER - 062522 - 0072
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- broken module lights

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME	Don Pardo	DATE RECEIVED	06/29/22
DEPARTMENT	acc room	CONTRACTOR/IN-HOUSE	Sidlee / A. B. Pardo

To be fill up by the requestee (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
- dismantle and replacement of 1 module							

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

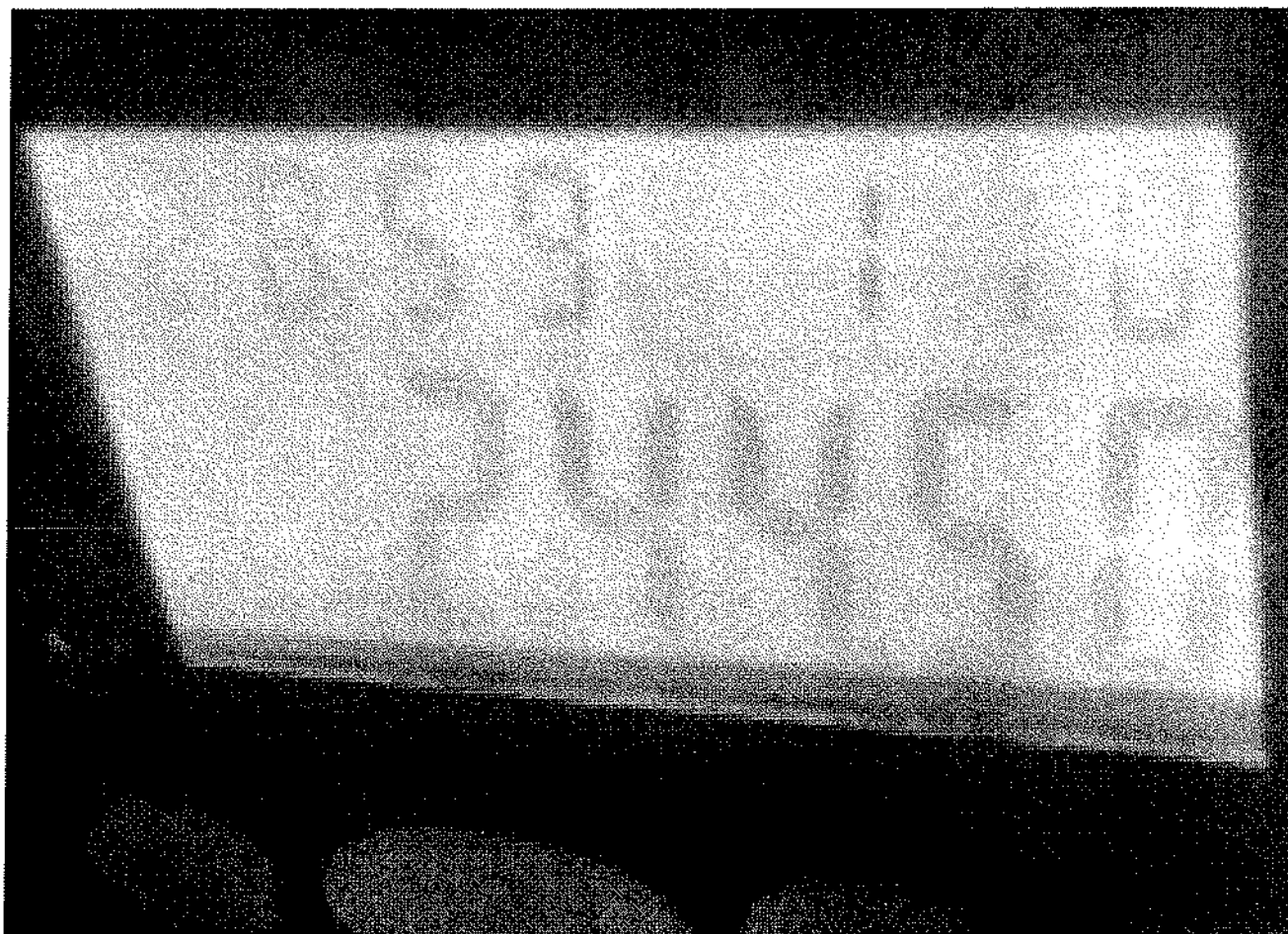
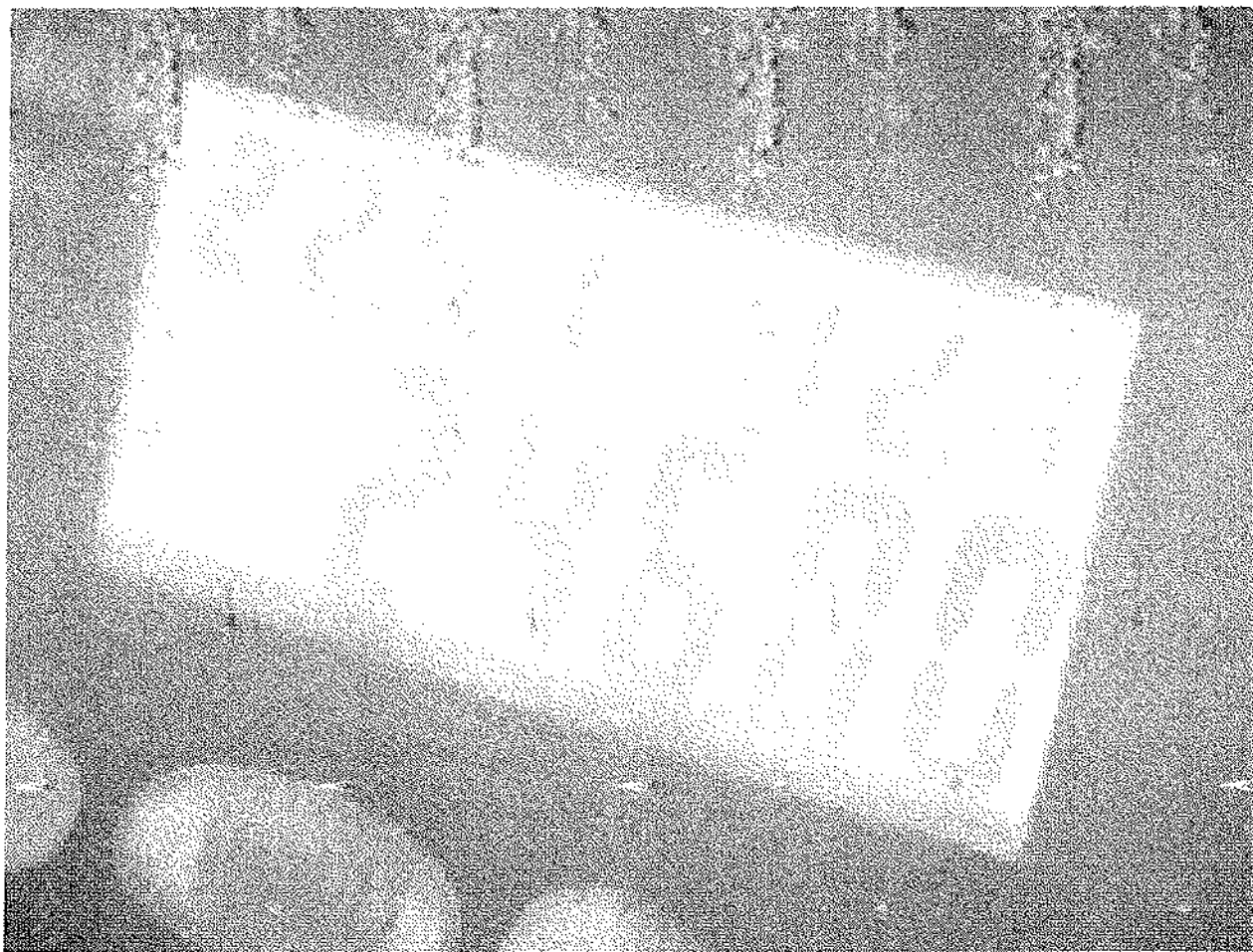
ADDITIONAL INSTRUCTIONS

DONE

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	Simson / John	DATE VERIFIED	7/1/22
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To be fill up by the admin dept. and requestor..



PETTY CASH LIQUIDATION REPORT

Requestor's Name:

Como dicen w/ Arnel
BP22A5

Date of Requisition: 05-24-77

Date of Liquidation: _____

Dn

[illegible]

Less: Petty Cash Received

Advances from (Advances to) employee

Prepared by:

Requestor's Signature/Date

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Signature over printed name of the
Requestor/ date

Applicable if the liquidation resulted to "Advances to" employee:

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De
Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	06/25/20
DEPARTMENT/STORE	DW Ace Den	WOR NO.	DW ONEPONI - 062522 - 0032
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- bedded module lights

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME	Ben Pando	DATE RECEIVED	06/25/20
DEPARTMENT	ADM	CONTRACTOR/IN-HOUSE	Edlee / A. B. Gas

To be fill up by the requestee (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date	Start Time	End Time	Service Report No.
- dismantle and replacement of 1# module modu			

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

	DONE //
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To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	Simson / Jofan	DATE VERIFIED	7/1/20
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To be fill up by the admin dept. and requestor.

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De
Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	09/02/22
DEPARTMENT/STORE	DW and Gatal	WORK NO.	DWIBRAND - 070222 - 0006
PRIORITY LEVEL	<input checked="" type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- bed letting signa

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTER'S NAME	Ena Kops	DATE RECEIVED	09/02/22
DEPARTMENT	DW	CONTRACTOR/IN-HOUSE	C. dian

To be fill up by the requestor (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date	Start Time	End Time	Service Report No.
- for repair only C digital watch signa kenan pa replacement of strap(s)			

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

Done

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	Jessa Mary [Signature]	DATE VERIFIED	
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To be fill up by the admin dept. and requestor.

WORK ORDER REQUEST FORM

REQUESTOR'S NAME		DATE SUBMITTED	07/09/22
DEPARTMENT/STORE	Dr. Rodrigo Thomas	WORK NO.	DWHTR - 030322 - 0007
PRIORITY LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- blinding signpost

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME	Ben Rando	DATE RECEIVED	07/04/22
DEPARTMENT	ADMV	CONTRACTOR/IN-HOUSE	C. de Leon

To be fill up by the requestee (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
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- working the blinding signpost we need to replace power supply.

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

TEMPORARILY OPERATES

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	COMMERLINE MATE	DATE VERIFIED	7-4-22
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To be fill up by the admin dept. and requestor..

DW

Chas. Wilson

07/5/22

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Applicable if the liquidation resulted to "Advances to" employee: ☐ ☐ ...

Requestor's Signature/ date

*Signature over printed name of the
Immediate Superior/ date*

Signature over printed name of the
Petty Cash Custodian/ date

Signature over printed name of the
Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

Note: "Remarks" shall be filled out by the Petty Cash Custodian

DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De
Pores, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME DEPARTMENT/STORE	<u>IT House</u>	DATE SUBMITTED WOR NO.	<u>LABEL MAKING PROJECT</u>
PRIORITY/LEVEL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW		

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- En route request to label all light

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME DEPARTMENT	<u>Ben Ena</u>	DATE RECEIVED	<u>07/05/22</u>
	<u>Bar</u>	CONTRACTOR/IN-HOUSE	<u>CDR</u>

To be fill up by the requestee (usually for admin dept. personnel).

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
- labeling all light, including one of the maintenance supplies							

MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ADDITIONAL INSTRUCTIONS

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To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	<u>Chito J. Pineda</u>	DATE VERIFIED	<u>7/5/22</u>
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To be fill up by the admin dept. and requestor.