

DIGITAL WALKER CORP

Period Covered:

June 24-30, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
6/24/2022	CHINO DE LEON-REPLACEMENT OF T5 MODULE LIGHT AND ROLLER GLASS PANEL IN DW ONE BONI (DWONEBONI-062522-0032)	536.50
	MAIN OFFICE TO CUBAO	
	CUBAO TO ONE BONI	
	ONE BONI TO CUBAO	
	CHINO DE LEON-REPLACEMENT OF T5 MODULE LIGHT AND ROLLER GLASS PANEL IN DW ONE BONI (DWONEBONI-062522-0032)	100.00
	OT MEAL (CHINO, ARNEL)	
	CHINO DE LEON-REPLACEMENT OF MODULE LIGHT GLASS SHELVES IN DW MOA (DWMOA-062322-0026)	83.00
	MAIN OFFICE TO CUBAO	
	CUBAO TO MOA	
	MOA TO PITX	
6/27/2022	ARVIN GAVINO-RELEASING OF TA NOTHING PHONE 1 AT NTC/DELIVER DOCS AT DW MACHINES ROCKWELL, DW POWERPLANT ROCKWELL, DW CENTURY MALL & DW GLORIETTA 2	233.60
	LRA TO NTC	
	NTC TO ROCKWELL	
	ROCKWELL TO CENTURY MALL	
	CENTURY MALL TO GLORIETTA 2	
	GLORIETTA 2 TO MAIN OFFICE	
	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW TRINOMA	50.00
	OT MEAL	
	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW TRINOMA	276.50
	MAIN OFFICE TO TRINOMA	
	TRINOMA TO MAIN OFFICE	
	CHINO DE LEON-REPLACEMENT OF BUSTED T5 LIGHTS IN SELLING AREA IN DW TRINOMA (DWTRI-062422-0046)	52.00
	MAIN OFFICE TO CUBAO	
	CUBAO TO TRINOMA	
	TRINOMA TO CUBAO	
6/28/2022	ARVIN GAVINO-DELIVER DOCS TO DW SM MEGAMALL AND DW EASTWOOD	164.80
	OMB TO SM MEGAMALL	
	SM MEGAMALL TO EASTWOOD	
	EASTWOOD TO MAIN OFFICE	
	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW MOA	481.00
	MAIN OFFICE TO EDSA	
	EDSA TO MOA	
	MOA TO MAIN OFFICE	

	MARTIN DUMAS-DISINFECT/ULV FOGGING IN DW MOA		50.00
	OT MEAL	50.00	
6/29/2022	CHINO DE LEON-INSTALLATION OF CEILING LIGHT IN DW MEGAMALL (DWMEGA-062222-0003)		396.00
	MAIN OFFICE TO CUBAO	40.00	
	CUBAO TO MEGAMALL	174.00	
	MEGAMALL TO CUBAO	182.00	
	CHINO DE LEON-INSTALLATION OF CEILING LIGHT IN DW VMALL (DWVM-062822-0026)		46.00
	VMALL TO ORTIGAS	13.00	
	ORTIGAS TO CUBAO	13.00	
	CUBAO TO MAIN OFFICE	20.00	
	CHINO DE LEON-INSTALLATION OF CEILING LIGHT IN DW MEGAMALL AND DW VMALL		100.00
	OT MEAL (CHINO & RESTY)	100.00	
	ARVIN GAVINO-KICKSTART RENEWAL AT NTC/GO BACK TO PICK UP OR		88.00
	MAIN OFFICE TO NTC	32.80	
6/30/2022	OMB TO NTC	25.60	
	NTC TO MAIN OFFICE	29.60	
	ARVIN GAVINO-DELIVER NTC PERMIT TO DW CONRAD AND DW SM AURA		316.80
	MAIN OFFICE TO CONRAD	144.00	
	RESORTS WORLD TO DW SM AURA	76.80	
	SM AURA TO MAIN OFFICE	96.00	
	CHINO DE LEON-REPLACEMENT OF CEILING LIGHT AND MODULE LIGHT IN DW SOUTHMALL (DWSMSOUTH-062822-0007)		338.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO PITX	50.00	
	PITX TO ALABANG	57.00	
	ALABANG TO SOUTHMALL	42.00	
	SOUTHMALL TO ALABANG	42.00	
TOTAL:	ALABANG TO PITX	57.00	
	PITX TO CUBAO	50.00	
	CUBAO TO MAIN OFFICE	20.00	
			3,312.20

Prepared by: JENIFER BARRISTA
ADMIN

Approved by: KAT GO
ADMIN HEAD

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

DW one room

DATE SUBMITTED

06/25/21

WOR NO.

DW0000001 - 060522 - 0022

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- bulb mode light

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

REQUESTEE'S NAME

DEPARTMENT

Ben Bando

Admin

DATE RECEIVED

06/22/21

CONTRACTOR/IN-HOUSE

C. de la Cruz / A. Bando

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

11:00 am

End Time

1:00 pm

Service Report No.

- replacement of the main mode light and
replacement of glass rock nls at modes

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

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

VERIFIED BY

smson. J. J. J.

DATE VERIFIED

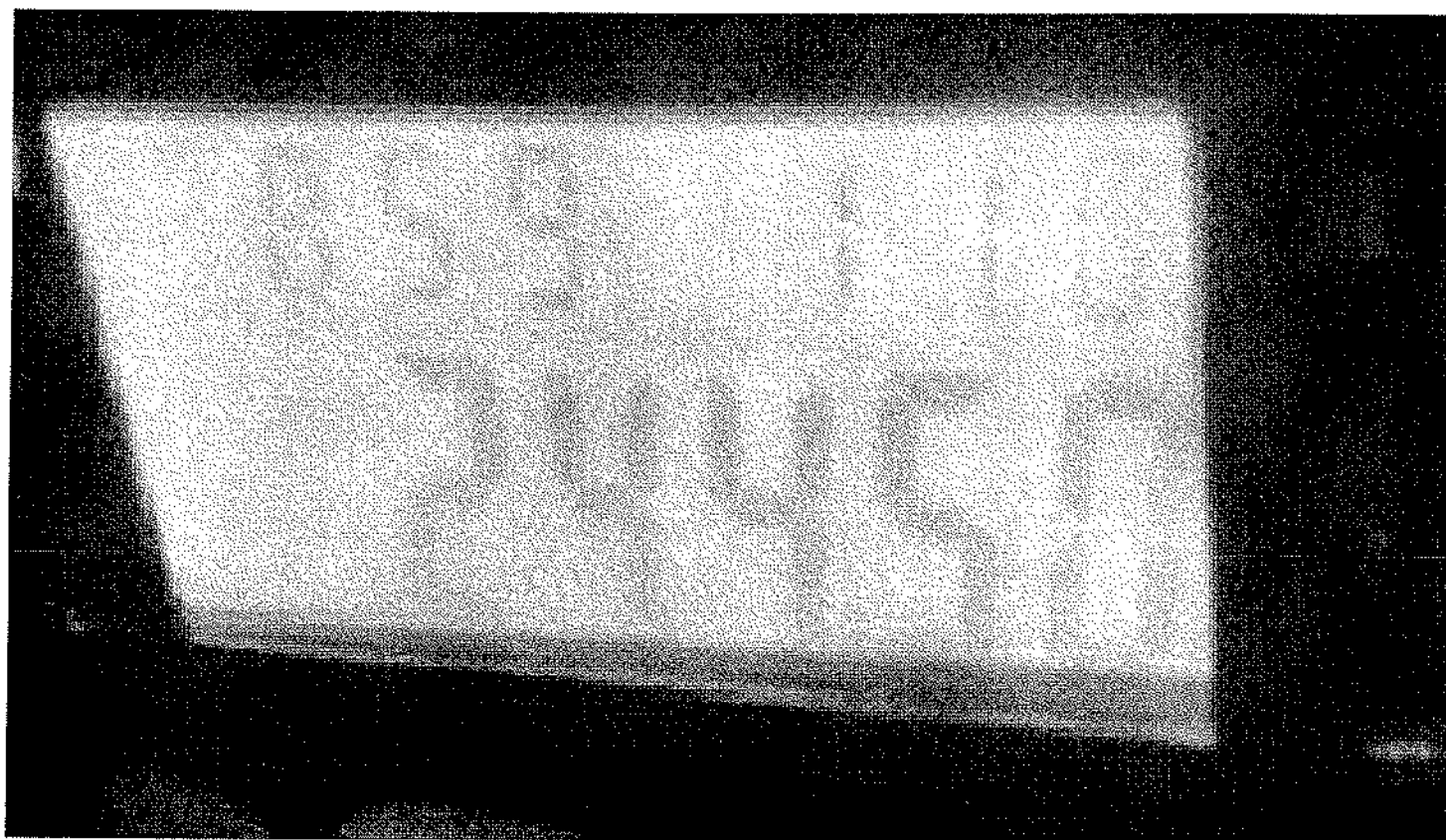
06/29/21

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

DW ONE BUNIF ALIU

06/25/2021

April 6, 2022



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

DW on com

DATE SUBMITTED
WOR NO.

04/25/22

DW on com - 042522 - 0092

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

- busted mode light

REQUESTEE'S NAME
DEPARTMENT

Ben Bando
ADM

DATE RECEIVED

06/22/22

CONTRACTOR/IN-HOUSE

C. de la Cruz A Bando

WORK/ACTIVITIES PERFORMED

Date

Start Time

11:00 am

End Time

1:00 pm

Service Report No.

- replacement of the mark mode light and
replacement of glass rock nite at modes

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

VERIFIED BY

simson. john

DATE VERIFIED

0/29/22

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

DW ONE BUNIT ALIU

06-25-2021
April 4, 2022

DW

Requestor's Name: Chino de la Cruz

Date of Requisition: 06-24-20

Date of Liquidation: 1/1

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

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

Prepared by [Signature]
Requestor's Signature/ date

Checked by M. D. Smith
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/ Note

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

DW ADD

DATE SUBMITTED

06/20/22

WOR NO.

DWMDA-000002-0024

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

Washed the

REQUESTEE'S NAME

DEPARTMENT

Ben Ardo

DATE RECEIVED

06/20/22

CONTRACTOR/IN-HOUSE

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

replaced the 4 ceiling fan

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

Stephanie Gonzalez
6-24-22

DATE VERIFIED

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

OK 25 2021
April 4. 2022

DWC

PETTY CASH LIQUIDATION REPORT

Requestor's Name:

Arvin Gavino

Date of Requisition:

06/27/22

Date of Liquidation:

Date	Particular	Destination		Amount	Remarks	Supplier details							Vatable Sales	Vat	Vat exempt
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#				
		⑤ LRA	NTC	1.4 km =	₱ 11.20	NTC									
06		① NTC	ROCKWELL	11 km =	₱ 88.00	- Releasing up TA - not a phone 1									
		② ROCKWELL	CENTURY MALL	1.3 km =	₱ 10.40	Rockwell									
27		③ CENTURY	GLORIETTA 2	3.5 km =	₱ 28.00	- 2 machines Rockwell - Deliver Doc									
		④ GLORIETTA 2	TO OFFICE	12 km =	₱ 96.00	- 1 w. paper plant Rockwell - Deliver Doc									
22					₱ 253.60	Century mall									
						- 1 w Century mall - Deliver Doc									
						GLORIETTA 2									
						- 1 w GLORIETTA 2 - Deliver Doc									

Less: Petty Cash Received

Advances from (Advances to) employee

₱ 253.60

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/ dateApplicable if the liquidation
resulted to "Advances from"
employee:

Received by:

Signature over printed name of the
Requestor/ dateApplicable if the liquidation
resulted to "Advances to"
employee:

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

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

Transmittal Form

To: DW - CENTURY MAIL

From: DL6IT-admin

No. 145778

Date: _____

[illegible]

Prepared by: _____

Received by: Roseke Perching
6/27/22

Transmittal Form

To: DW-Machines Rockwell

From: DIGITS - Admin

No. 145769

Date: _____

[illegible]

Transmittal Form

To: DW-ROCKWELL
From: DIGITS admin

No. 145777
Date: _____

[illegible]

Prepared by: _____

Received by: Arjay M. Callan 6-27-22

Transmittal Form

To: DW - GLORIETTA 2
From: DIGITS - ADMIN

No. 145781
Date: _____

[illegible]

Prepared by: _____

Received by: PAULA PAGADUAN 4/27/22

DW

MARTIN DUMAS

6-27-2022

6-28-2022

Less: Petty Cash Received	
Advances from (Advances to) employee	

Received by:

Received by:

Prepared by: [Signature] 6-27-72

Checked by: D. PANCHON
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

TECH CURATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel No: 8654-3561 CP No: 09178696980

GUARD IN

2207 P.M.

GUARD OUT

2010 Gms

Date

06-27-2022

Time

In 9:00

Out 9:20

☒ Regular

☐ Time

☐ Main Office

☐ Restaurant

☒ Retail

☐ Commissary

Client

OW-TRINOMA.

Location

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
		15.00	2.00

Unit Cost per Square Area	17.00
Location Square Area	

Total Amount Due (Php)	
------------------------	--

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	COLINAR DUMAS	
ULV Fogging Disinfection		

Remarks: STOCK'S ROOM, CASHIER, SELLING AREA, ENTRANCE DOOR.

Ref. No. OW-TRINOMA 06272022

Serviced by:

COLINAR DUMAS

Client's Printed Name & Signature

✓ Cyprian Heanmer 6/27/22

DW

MARTIN LUTHER

Date of Liquidation: 6-28-2022

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

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

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

DIGITS

TERM CURATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel No: 8654-35/61 CP No: 09178696980

GUARD IN

2207 P.O.

GUARD OUT

2010 Guro

Date

06-27-2022

Time

In *9:00*

Out *9:20*

☒ Regular

☐ Time

☐ Main Office

☐ Restaurant

☒ Retail

☐ Commissary

Client

OW-TRINOMA.

Location

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
		15.00	2.00
Unit Cost per Square Area			17.00
Location Square Area			

Total Amount Due (Php)	
------------------------	--

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	<i>COLIMAR DUMAS</i>	
ULV Fogging Disinfection		

Remarks: *STOCK ROOM, CASHIER, SEWING AREA, ENTRANCE DOOR.*

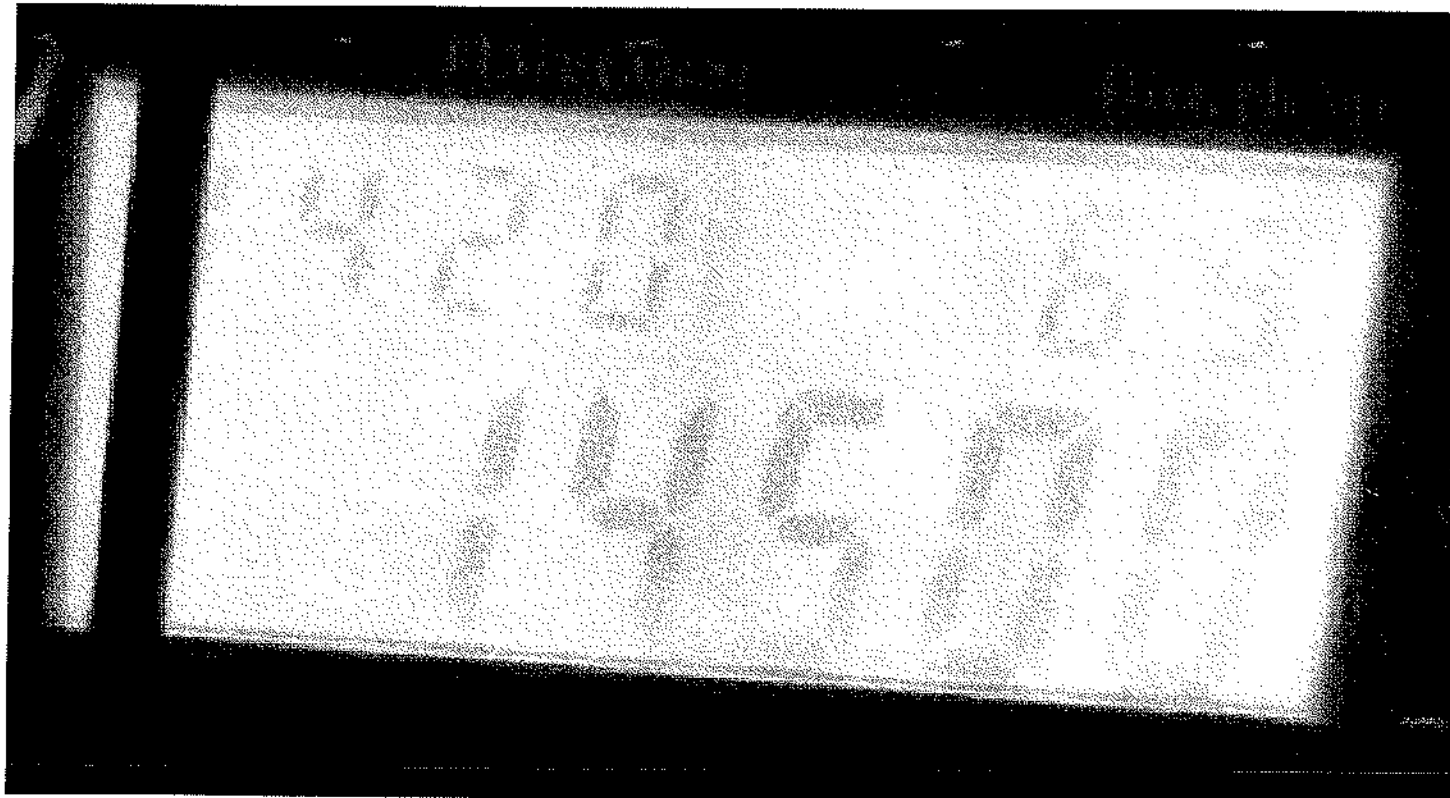
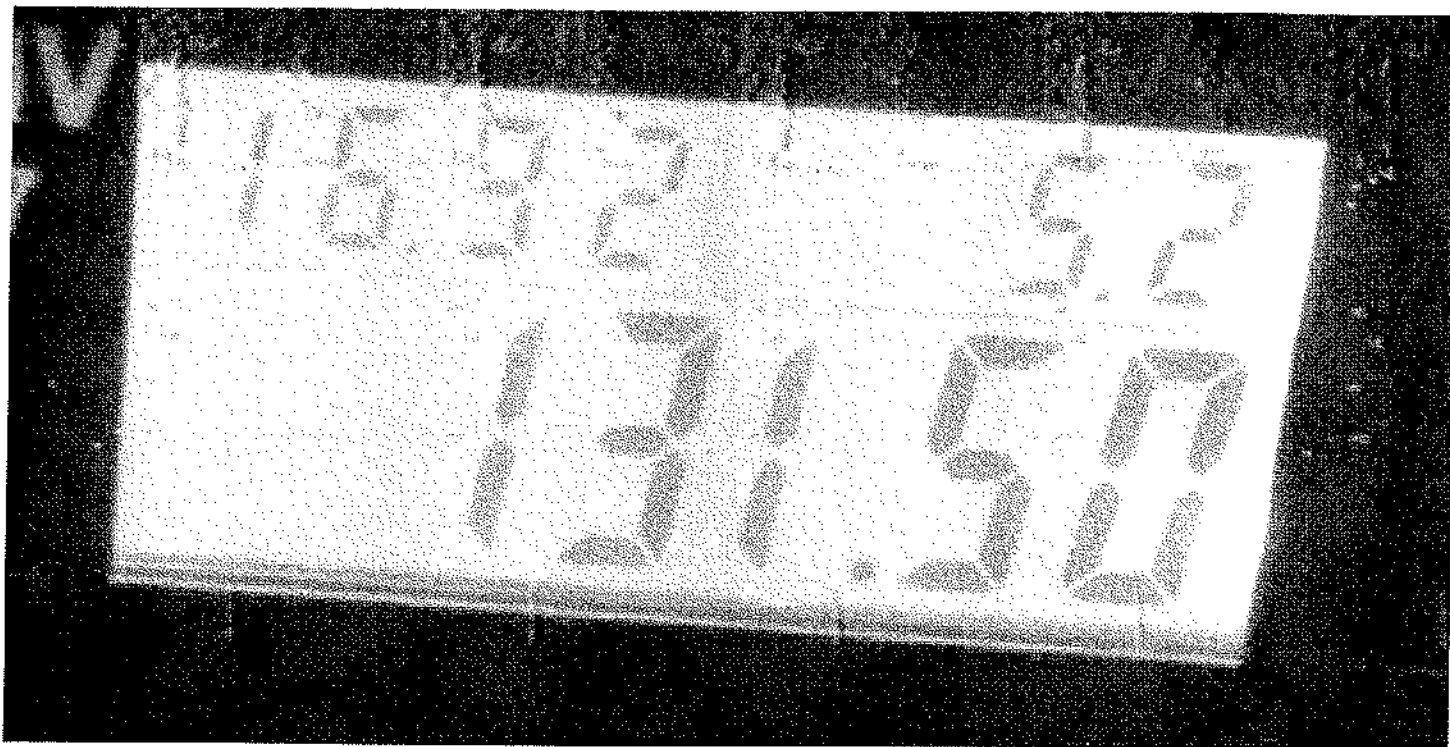
Ref. No. *OW-TRINOMA 06272022*

Serviced by:

COLIMAR DUMAS

Client's Printed Name & Signature

✓ Cyprianne 6/27/22



DW

Requestor's Name: Sho de Leon

Date of Requisition: 06-27-22
Date of Liquidation: 06-24-22

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

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

Prepared by: [Signature]
Requestor's signature/date

Checked by: G. H. H. H.
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.

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

WORK ORDER REQUEST FORM

REQUESTOR'S NAME
DEPARTMENT/STORE

Dw. Mymca

DATE SUBMITTED

06/14/22

WOR NO.

DWTH-06242-0046

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

-Bulb TR

REQUESTEE'S NAME
DEPARTMENT

Bu. Ambo
hon

DATE RECEIVED

06/29/22

CONTRACTOR/IN-HOUSE

Editor

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

- cancelled & already working

- Along of ~~work~~ wire on chicken

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

cup. J. MACHINEL

DATE VERIFIED

6/27/22

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

06-25-2021
06-27-2022

Transmittal Form

To: DNL - Eastwood
From: Digital Admin

No. 146825
Date: 06/28/22

[illegible]

Prepared by: _____

Received by: VERKAT VERKAT

Transmittal Form

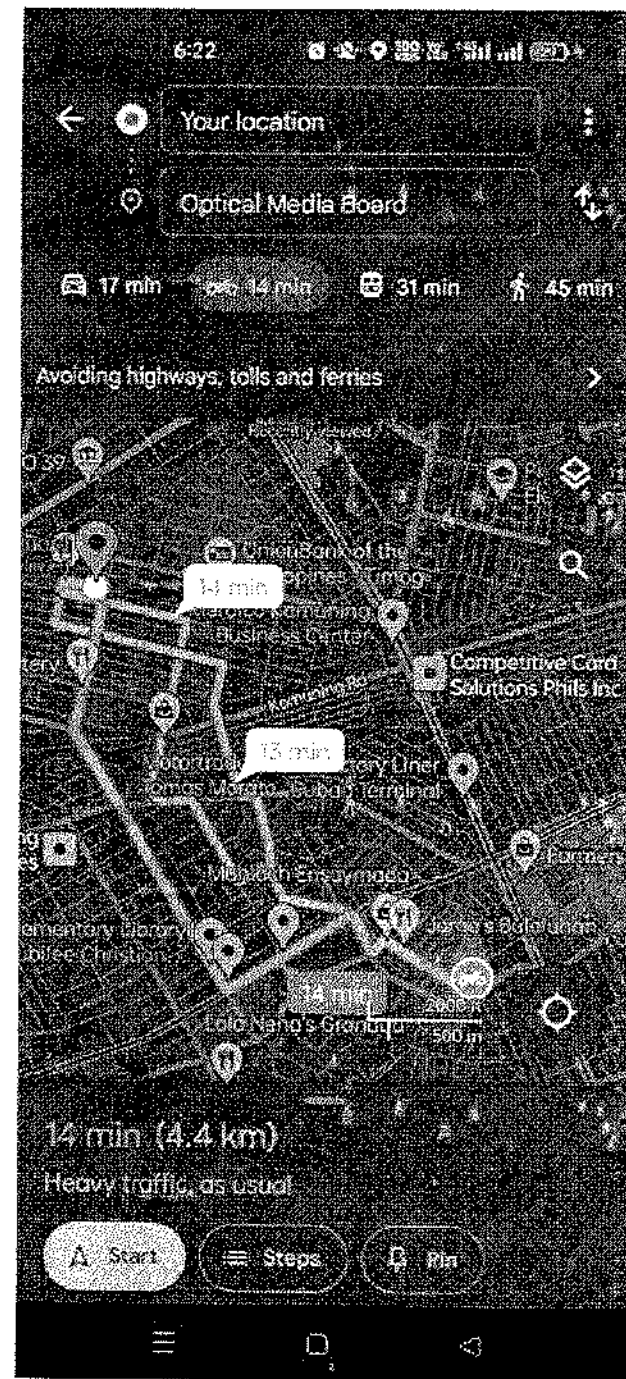
To: DW - Sm mesamall
From: digits admin

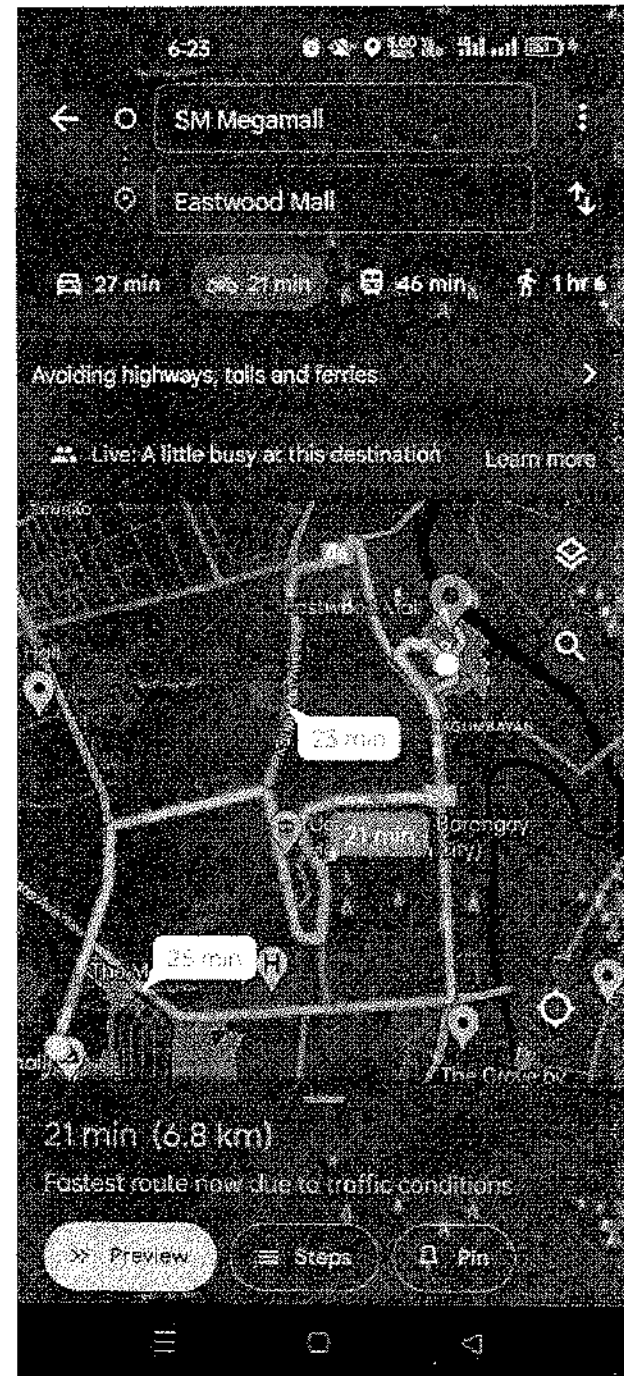
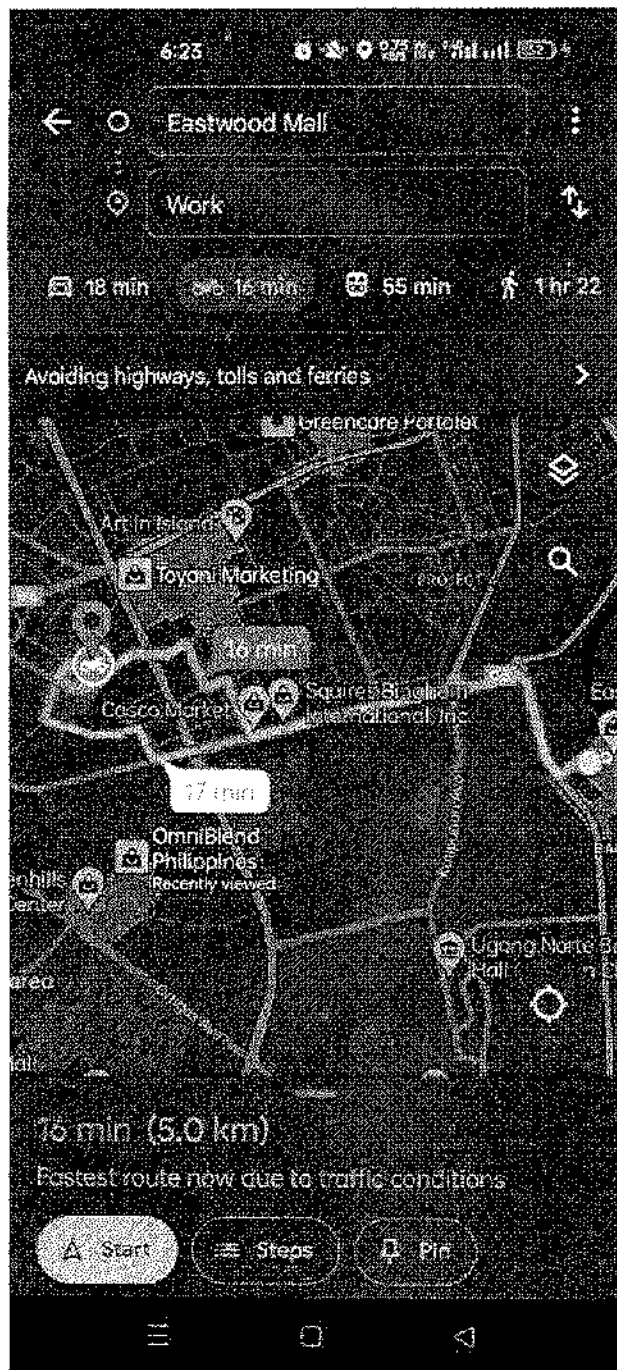
No. 146826
Date: 02/28/22

[illegible]

Prepared by: _____

Received by: _____





PETTY CASH LIQUIDATION REPORT

Requestor's Name:

MARTIN OLIVER

Date of Requisition:

06-28-2022

Date of Liquidation:

DW

Date	Particular	Destination		Amount	Remarks	Supplier details			SI#	OR#	Ref#	Variable Sales	Vat	Vat exempt
		From	To			Company name	Address	TIN#						
6-28-22	TRANS	DECT'S	EDSA	20		ONLINE DET	@ KAN MOA.							
		EDSA	MOA	224.50										
		MOA	DECT'S	236.50										
				481.00										
						ULU	FOGGING							
						DW	SM MOA							

Less: Petty Cash Received

CASH-523.12

Advances from (Advances to) employee

CHANGE-42.12

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

Received by:

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

Received by:

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

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

TECH. CURATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel. No: 8654 35-61

CP No: 09178696980

GUARD IN

0010

GUARD OUT

0010

Date

06-28-2022

Time

In 9:50

Out

10:20

☐ Regular

☐ Time

☐ Main Office

☐ Restaurant

☐ Retail

☐ Commissary

Client

BW-MOA

Location

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
		15.00	2.00
Unit Cost per Square Area			17.00
Location Square Area			
Total Amount Due (Php)			

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	MARTIN DUMAR	
ULV Fogging Disinfection		

Remarks: STOCK ROOM, CANTINA, KITCHEN

Ref. No. BW-MOA 06282022

Serviced by

MARTIN DUMAR

Client's Printed Name & Signature

✓ Stephanie Giraldo

6-28-22

DW

MARTIN DUNN

Date of Liquidation: _____

Prepared by: <u>[Signature]</u> Requestor's Signature/ date	Checked by: <u>[Signature]</u> Signature over printed name of the Immediate Superior/ date	Reviewed by: _____ Signature over printed name of the Petty Cash Custodian/ date	employee: _____ Received by: _____ Signature over printed name of the Requestor/ date	employee: _____ Received by: _____ Signature over printed name of the Petty Cash Custodian/ date
--	--	--	--	---

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

DIGITS

TECH CURATOR

56 Mayor Ignacio Diaz St., San Martin De Porres, QC

Tel. No: 8654 35-61

CP No: 09178696980

GUARD IN

0010

GUARD OUT

20:20

Date

06-28-2022

Time

In 9:50

Out

10:20

☐ Regular

☐ Time

☐ Main Office

☐ Restaurant

☐ Retail

☐ Commissary

Client

BN-MOA

Location

Services Performed	Target Pest (s)	Application Method
<input type="checkbox"/> Inspection	Crawling Insect	ULV Cold Fogging
<input checked="" type="checkbox"/> Treatment	Flying Insect	
<input type="checkbox"/>	Rodents & Bacteria	

Chemicals	Water	Amount	Machine Amount
		15.00	2.00
Unit Cost per Square Area			17.00
Location Square Area			
Total Amount Due (Php)			

Work Description	Manpower	Time Duration
Mixing of water & snucop powder	MARTIN DUMAR	
ULV Fogging Disinfection		

Remarks: STOCK ROOM, CATCHER, SEWING

Ref. No.

BN-MOA 06282022

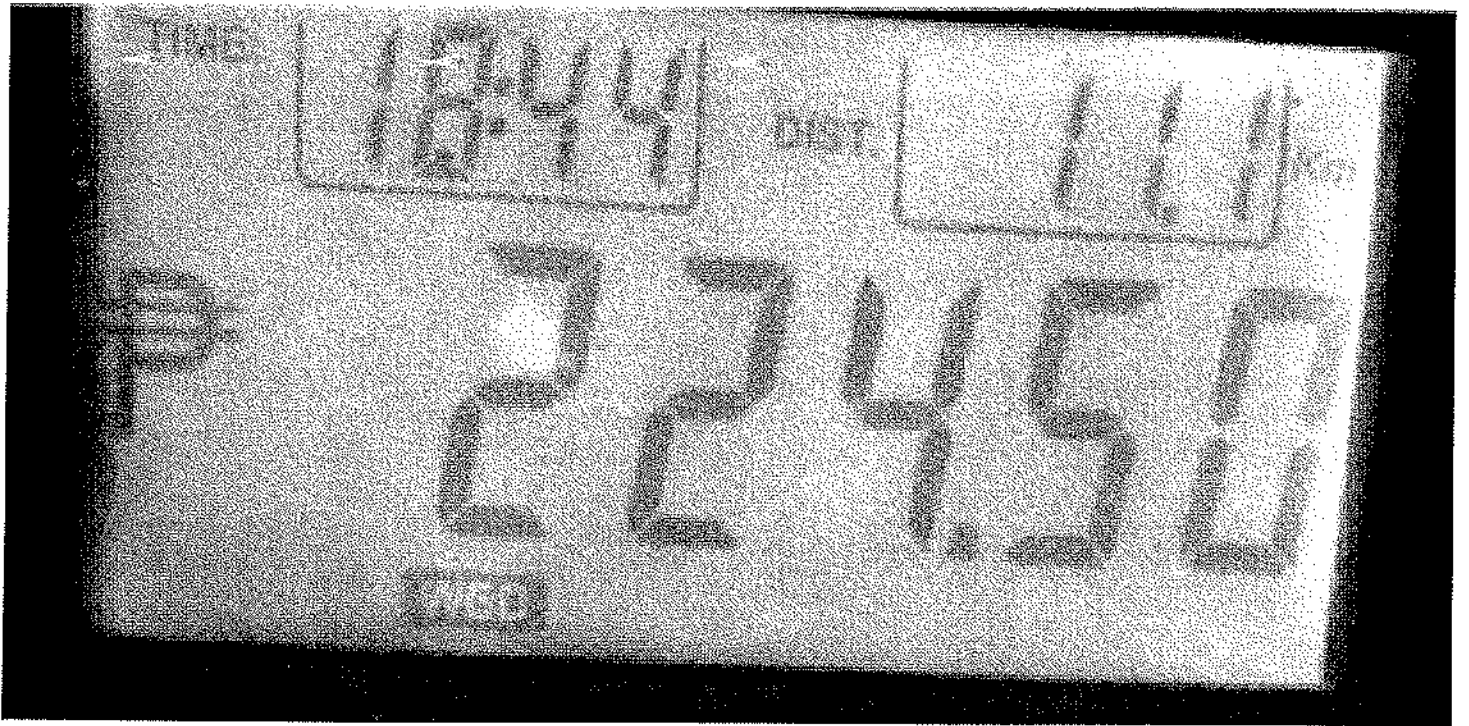
Serviced by

MARTIN DUMAR

Client's Printed Name & Signature

✓ Stephanie Guiraldos

6-28-22



Chen Chen

Date of Requisition: 10/1/2011

Date of Liquidation:

Q. 29

DW

Prepared by: Chris A. [Signature]
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
DEPARTMENT/STORE

Dr. Megamall

DATE SUBMITTED
WOR NO.

06/22/22

DWMEGA - 062222 - 0003

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 additional cabling from

REQUESTEE'S NAME
DEPARTMENT

Mr. Roldan
DOV

DATE RECEIVED

06-29-22

CONTRACTOR/IN-HOUSE

Other

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

- Installation of 4pa extra light

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

MARY JOY S. MONDEJAR

DATE VERIFIED

06/29/22

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

06.28.2021
06.21.2022



N

PETTY CASH LIQUIDATION REPORT

Chris De Leon

Date of Requisition: 06-09-77

Date of Liquidation: 6/2/2006

[illegible]

Prepared by: [Signature]
Requestor's Signature/Date

Checked by: W. J. A. J. J.
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 (or 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

DEPARTMENT/STORE

DW VMAU

DATE SUBMITTED

06/28/22

WOR NO.

DWVH - 062822 - 0026

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☐

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

BUSTED 1 PC SQUARE DIM LIGHT

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

REQUESTEE'S NAME

DEPARTMENT

DATE RECEIVED

CONTRACTOR/IN-HOUSE

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

REPLACED 1 PC SQUARE DIM LIGHT

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

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

VERIFIED BY

MILD N. TUBONGORAN

DATE VERIFIED

6-29-22

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

06 28 2022

06 29 2022

PETTY CASH LIQUIDATION REPORT

Requestor's Name:

Chino delon

Date of Requirement:

Date of Liquidation:

06-29-02

D

[illegible]

Prepared by: [Signature]
Requestor's Signature/ date

Checked by: [Signature]
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:

Received by _____

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

to Megamall

DATE SUBMITTED
WOR NO.

06/22/22

DWMEGA - 062222 - 0003

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 additional ceiling light

REQUESTEE'S NAME
DEPARTMENT

Ben Rando
DOV

DATE RECEIVED

06-29-22

CONTRACTOR/IN-HOUSE

Algo

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

WORK/ACTIVITIES PERFORMED

Date

Start Time

End Time

Service Report No.

- Installation of 4ps ceiling light

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

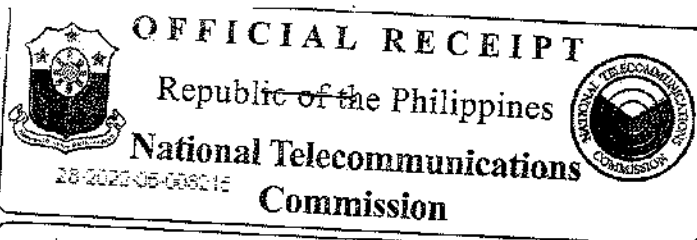
MARY JOY S. MONDEJAR

DATE VERIFIED

06/29/22

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

06-28-2021
06/21/22



Accountable Form No. 51 Revised January, 1992	ORIGINAL
DATE 06/29/2022	No. 1251426

PAYOR 12:47 pm
KICKSTART IDEAS INC.

NATURE OF COLLECTION	AMOUNT
PERMIT FEE	P 1,200.00
INSPECTION FEE	700.00
DST	60.00
TOTAL	P 1,960.00
TOTAL	P

AMOUNT IN WORDS One Thousand Nine Hundred Fifty Pesos
--

<input type="checkbox"/> Cash <input type="checkbox"/> Treasury Warrant <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Received from the Amount Stated Above
Treasury Warrant, Check, Money Order Number	
State of Treasury Warrant, Check, Money Order	
COLLECTING OFFICER	

NOTE: Write the number and date of this receipt on the back of treasury warrant, check or money order received.

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30.00
1,950.00

in the form of
to National

APPROVED BY:
MARCELO M. BUNAS JR.

ount: P 1,950.00
ishier: AMA/ISD/MOS

ment of Account.

ACKNOWLEDGEMENT RECEIPT

Unique Identification No.:

Applicant: KICKSTART IDEAS INC.

Date and Time Received: 06-29-2022 12:53 pm

Date and Time of Release: 07-15-2022 11 am (ONWARD'S)

Pty

Receiving Officer
Signature over Printed Name

(2)

(P1,950.00)

for payment of RENEWAL(REN) -
(Purpose)

as per SOA No. : 28-2022-06-008216

DATE : June 29, 2022

Please deposit the collections under Bank Account(s):
(For NTC-NCR use ONLY)

Account No.	Name of Bank	Amount
3402-26xx-xx	Land Bank of the Philippines	P 1,950.00
TOTAL :		P1,950.00

MA LYN N. BATA / HYDEE DEL ROSARIO/MARIA ANGELA S. PII

*SOA - Statement Of Account

Any corrections and/or alterations will invalidate this Order of Payment
Payment should be made on the date of issuance of this Order of Payment

Accountable Form No. 51
Revised January, 1992

DATE
06/29/2022

PAYOR
12:48 pm

ORIGINAL No. 1251427

GADGETHUB RETAIL COMPANY

NATURE OF COLLECTION	AMOUNT
PERMIT FEE	P 1,500.00
INSPECTION FEE	1,500.00
DST	30.00
TOTAL	P 3,030.00
TOTAL	P

AMOUNT IN WORDS
Three Thousand Thirty P 000

☐ Cash
☐ Treasury Warrant
☐ Check
☐ Money Order

Received from the Amount Stated Above

Number of Treasury Warrant, Check, Money Order

COLLECTING OFFICER

NOTE: Write the number and date of this receipt on the back of treasury warrant, check or money order received.

IM
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PAI
18
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NE

T : 3,030.00

in the form of
e to National

APPROVED BY:
MARCELO M. BLINAS JR.

Amount : P 3,030.00
Cashier: AMA/ISD/MOS
Statement of Account.

ACKNOWLEDGEMENT RECEIPT

Unique Identification No.:

Applicant: GADGETHUB RETAIL COMPANY

Date and Time Received: 06-29-2022 12:50pm

Date and Time of Release: 07-24-2022 1pm (ONWARDS)

RUSSELL

Receiving Officer
Signature over Printed Name

(P3,030.00)

for payment of RENEWAL(REN) -
(Purpose)

as per SOA No. : 28-2022-06-008211 DATE : June 29, 2022

Please deposit the collections under Bank Account(s):
(For NTC-NCR use ONLY)

Account No.	Name of Bank	Amount
3402-26xx-xx	Land Bank of the Philippines	P 3,030.00
TOTAL :		P3,030.00

MA. LYN N. BATA / HYDEE DEL ROSARIO/MARIA ANGELA S. PIN

*SOA - Statement Of Account

Any corrections and/or alterations will invalidate this Order of Payment

Payment should be made on the date of issuance of this Order of Payment

~~XXXXXXXXXXXXXXXXXXXX~~ - DWG

Arvin Gavino

PL-30-22

Date of Liquidation: _____

[illegible]

Advances from (Advances to) employee

~~316.80~~ ✓

Checked by:

Signature over printed name of the
Immediate Superior/ date

Reviewed by:

Signature over printed name of the
Petty Cash Custodian/ date

Received by:

Signature over printed name of the
Requestor/ date

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

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

Transmittal Form

To: DW-5M AUCRA
 From: DIGIT - ADMIN

No. 145783
 Date: _____

Qty.	Barcode	Item Description
1	ORIGINAL COPY	MOBILE PHONE DEALERS PERMIT (MPDP-NCR-2794-18)
		DIGITAL WALKER 5M AUCRA
		VALID UNTIL: JUNE 05, 2023

Prepared by: _____

Received by: MARK GERRARD AGGREG
6/30/22

Transmittal Form

To: DW-CONRAD
 From: DIGIT - ADMIN

No. 145780
 Date: _____

Qty.	Barcode	Item Description
1	ORIGINAL COPY	MOBILE PHONE DEALERS PERMIT (MPDP-NCR-2405-17)
		DIGITAL WALKER - CONRAD
		VALID UNTIL: JUNE 28, 2023

Prepared by: _____

Received by: MEWAM XUDING 4-30-2

DW

Requestor's Name:

Chino deon

Date of Requisition: 06-30-20

Date of Liquidation: _____

Less: Petty Cash Received	
Advances from (Advances to) employee	

Prepared By: Chau N. Le
Requestor's Signature/ date

Checked by: B - PANCHI
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:

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	06/28/23
DEPARTMENT/STORE	pu. Gasmall	WOR NO.	DUGM500TH-062822-0067
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

- Bulb mode light

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

REQUESTER'S NAME	Ben Dando	DATE RECEIVED	06-30-23
DEPARTMENT	Regnu	CONTRACTOR/IN-HOUSE	C. Dando

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

WORK/ACTIVITIES PERFORMED

Date		Start Time		End Time		Service Report No.	
------	--	------------	--	----------	--	--------------------	--

- replacement of 4 mode lights

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	Tara [Signature]	DATE VERIFIED	6/30/23
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To be fill up by the admin dept. and requestor..