

DIGITAL WALKER CORP

Period Covered:

JULY 8-14, 2022

ADMIN REIMBURSEMENT

DATE	DESCRIPTION	AMOUNT
7/8/2022	JOHN DAVID LAGTO-DISINFECT/ULV FOGGING IN DW CENTURY MALL	50.00
	OT MEAL	50.00
	JOHN DAVID LAGTO-DISINFECT/ULV FOGGING IN DW CENTURY MALL	
	MAIN OFFICE TO ARAYAT	20.00
	ARAYAT TO CENTURY MALL	254.50
	CENTURY MALL TO MAIN OFFICE	248.00
	MARTIN DUMAS-REPAIR OF BUSTED "D AND I" ENTRANCE SIGNAGE LIGHT IN DW SM GRAND CENTRAL 9DWGRAND-070522-0007)	
	MAIN OFFICE TO EDSA	40.00
	EDSA TO GRAND CENTRAL	252.50
	GRAND CENTRAL TO MAIN OFFICE	263.50
	MARTIN DUMAS-REPAIR OF BUSTED "D AND I" ENTRANCE SIGNAGE LIGHT IN DW SM GRAND CENTRAL 9DWGRAND-070522-0007)	100.00
	OT MEAL (MARTIN,CHINO)	100.00
	RESTY SOLOMON-MINOR REPAIR WORKS IN DW GLORIETTA 2 (OTHER MAJOR WORK WILL BE ENDORSED TO A CONTRACTOR) (DWG2-070122-0030)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO GLORIETTA	215.00
	GLORIETTA TO CUBAO	218.50
7/10/2022	RESTY SOLOMON-MINOR REPAIR WORKS IN DW GLORIETTA 2 (OTHER MAJOR WORK WILL BE ENDORSED TO A CONTRACTOR) (DWG2-070122-0030)	50.00
	OT MEAL	50.00
	CHINO DE LEON-REPLACEMENT OF 1 PC LED BULB IN DW CONRAD (DWCON-071022-0014)	
	MAIN OFFICE TO CUBAO	20.00
	CUBAO TO MOA	40.00
	MOA TO PITX	13.00
7/12/2022	PITX TO CUBAO	40.00
	CUBAO TO MAIN OFFICE	20.00
	JOHN DAVID LAGTO-DISINFECT/ULV FOGGING IN DW MACHINES ROCKWELL	50.00
	OT MEAL	50.00
	JOHN DAVID LAGTO-DISINFECT/ULV FOGGING IN DW ROCKWELL	
	MAIN OFFICE TO ARAYAT	20.00
	ARAYAT TO POWERPLANT ROCKWELL	226.50
	POWERPLANT ROCKWELL TO MAIN OFFICE	231.00

7/14/2022	CHINO DE LEON-REQUEST OF INSTALLATION OF TV DW SM MARILAO (DWSMAR-060822-0005)		252.00
	MAIN OFFICE TO CUBAO	20.00	
	CUBAO TO N-A	16.00	
	N-A TO MARILAO EXIT	60.00	
	MARILAO EXIT TO SM MARILAO	30.00	
	SM MARILAO TO MALINTA EXIT	30.00	
	MALITA EXIT TO N-A	60.00	
	N-A TO CUBAO	16.00	
	CUBAO TO MAIN OFFICE	20.00	
TOTAL:			2,644.50

Prepared by: JEN RAPISTA
ADMIN

Approved by: KAT GO
ADMIN HEAD

DIGITS

TECH CURATOR

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

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

GUARD IN 2101 H

GUARD OUT 7:00 PM 7/8/22

Date 7-8-22 Time In

Out

☐ Regular ☐ Time ☐ Main Office ☐ Restaurant ☐ Retail ☐ Commissary

Client DIGITAL WALKER

Location CENTURY MALL

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
SANISPRAY	1.5	15.00	2.00

Unit Cost per Square Area	17.00
Location Square Area	

Total Amount Due (Php)	
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Work Description	Manpower	Time Duration
Mixing of water & snucop powder	JOHN PAUL VERA	20 mins
ULV Fogging Disinfection		

Remarks

Ref. No.

Serviced by

JOHN PAUL VERA

Client's Printed Name & Signature

Rowel Parolines
7/8/22

DW

Date of Requisition: _____

Date of Liquidation: _____

ULV FORGING

Checked by: B. D. D. D.
Signature over printed name of the
Immediate Supervisor

Reviewed by: _____
Signature over printed name of the
Perry 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 2101 H

GUARD OUT 1700 P. *[Signature]*

Date 7-8-22 Time In

Out

☐ Regular ☐ Time ☐ Main Office ☐ Restaurant ☐ Retail ☐ Commissary

Client DIGITAL WALKER

Location CENTURY MALL

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
SANISPRAY	1.5	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	JOHN PAUL WARD	20 MINS
ULV Fogging Disinfection		

Remarks

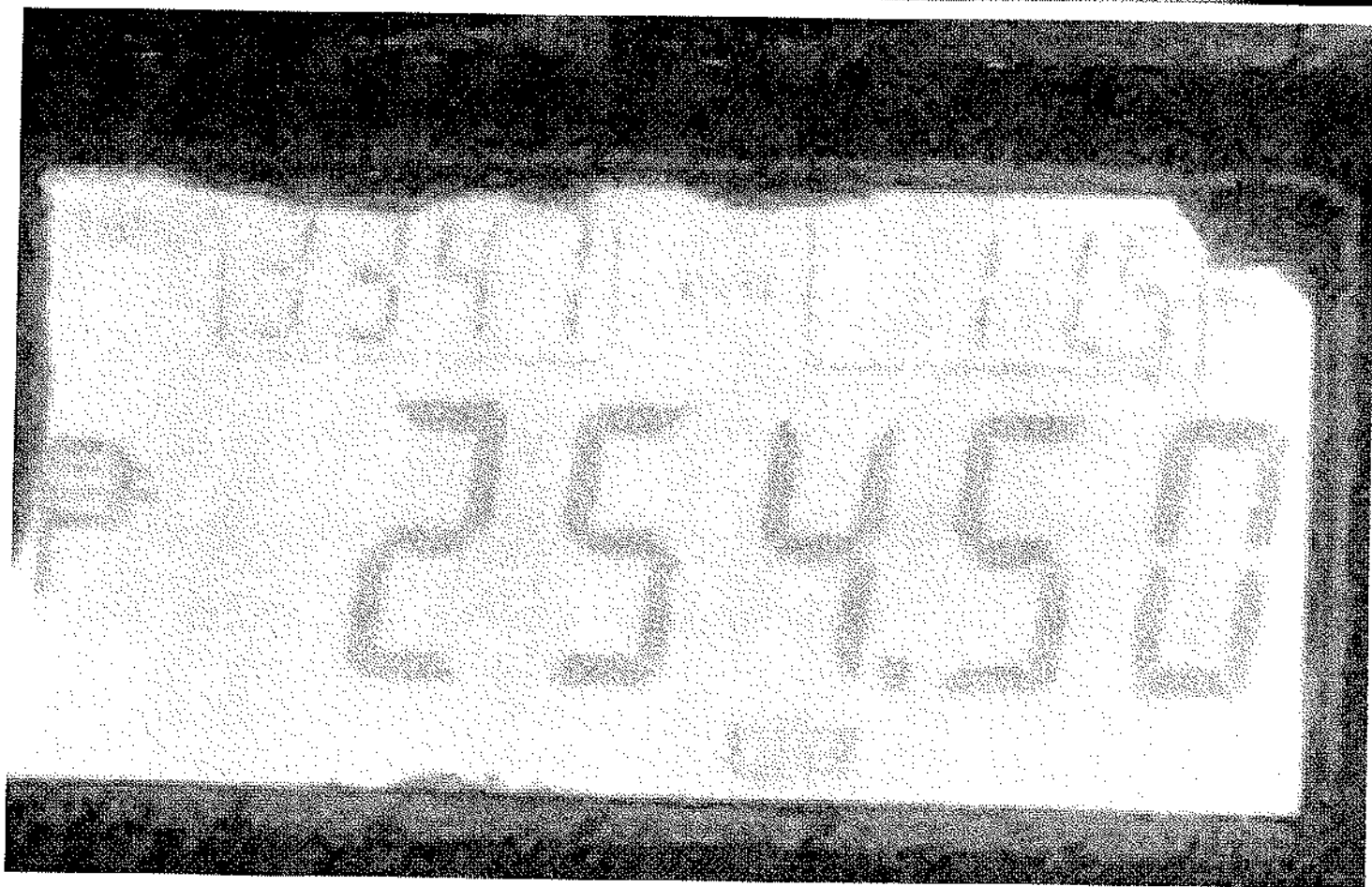
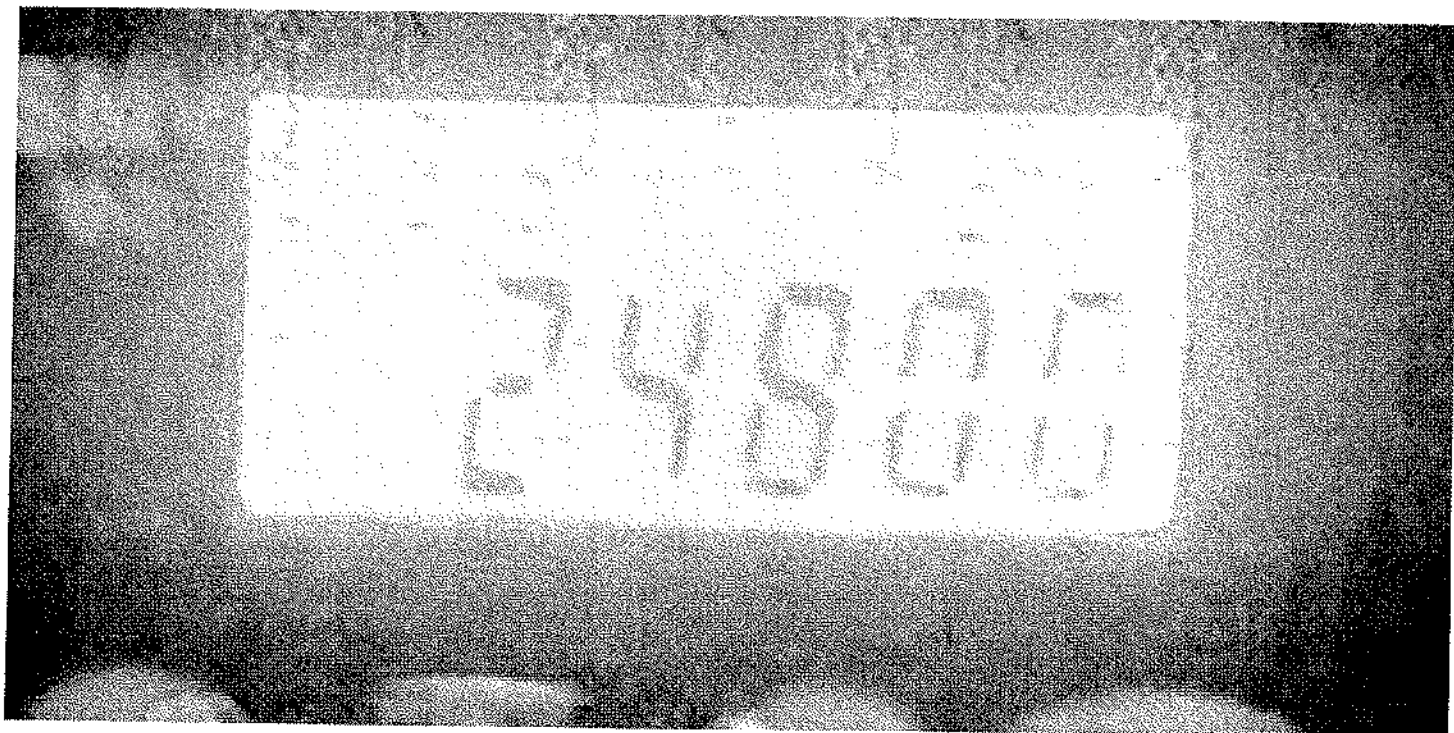
Ref. No.

Serviced by

[Signature]
JOHN PAUL WARD

Client's Printed Name & Signature

[Signature]
Rowel Paroline
7/8/22



Requestor's Name:

MONTEHINO DE LOON
MARIN CUSTAS

PETTY CASH LIQUIDATION REPORT

Date of Requisition:

Date of Liquidation:

DW GRAND - 070522 - 0007

DW

Date	Particular	Destination		Amount	Remarks	Supplier details												
		From	To			Company name	Address	TIN#	SIN	OR#	Ref#	Vatable Sales	Vat	Vat exempt				
7-8-22	OKIT'S	EDSA	40	1	REPAIR OF BUSTED "D & I" ENTRANCE SIGNAGE LIGHT IN DW SM GRAND CENTRAL													
	OKIT'S	GRAND CENTRAL	297.50															
	OKIT'S	GRAND CENTRAL	263.50															
			596.00															
				596.00														
Less: Petty Cash Received				CASH - 400														
Advances from (Advances to) employee				BAL - 156														

Prepared by:

Requestor's Signature/ date
7-11-22

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:Signature over printed name of the
Requestor/ dateApplicable 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	07/05/22
DEPARTMENT/STORE	IN and Control	WOR NO.	DW6RAN-070522-007
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 table at sign

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

REQUESTER'S NAME	Ben Rodriguez	DATE RECEIVED	07/07/22
DEPARTMENT	HOW	CONTRACTOR/IN-HOUSE	C-dela

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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- repair and painting of wood of broken damage

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

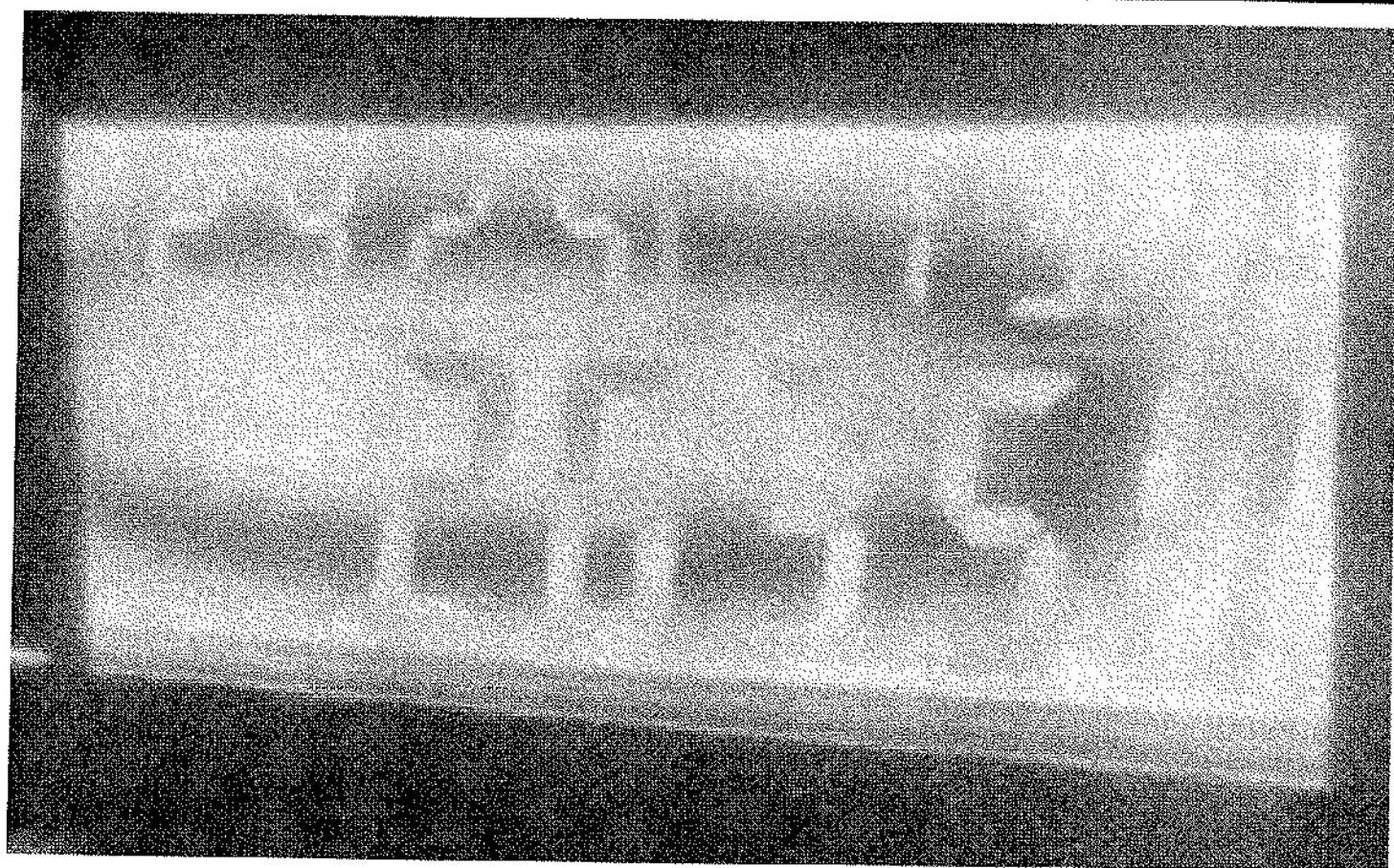
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To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY	JEM ELEWA	DATE VERIFIED	JULY 8, 2022
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070822
CTDREEMO

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



Dw

Date of Requisition: 01/01/2010

Date of Liquidation:

Requestor's Name:

FRANCISCO DE LEON
MARTIN LUNA

Prepared by: [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		DATE SUBMITTED	07/05/22
DEPARTMENT/STORE	DW and Control	WOR NO.	DWLRAND - 070822 - 0009
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

board test at or sign

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

REQUESTEE'S NAME	Ben Bond	DATE RECEIVED	07/07/22
DEPARTMENT	ADM	CONTRACTOR/IN-HOUSE	C. dila

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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- report and filing of MRO of board damage

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	JEM ELLERA	DATE VERIFIED	JULY 8, 2022
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870822
C. DILA

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

DW

PETTY CASH LIQUIDATION REPORT

Requestor's Name: RESTY SALOMON

Date of Requisition: _____

Date of Liquidation: _____

[illegible]

Less: Petty Cash Received

Advances from (Advances to) employee

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

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:

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

Received by:

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.

355 Alvarado Street, Suite 201, San Francisco, CA 94102
 Phone: (415) 434-1111

Requester Name	GLORIETTA II (DW GLORIETTA)	Date	07/01/22
Requester ID		Request No.	DW62-070122-0030
Priority	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT HIGH <input type="checkbox"/> INTERMEDIATE MEDIUM <input type="checkbox"/> LOW		

Please check the priority level and the request description.

PROBLEM - CEILING NAKALUNDO NA

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

Requester Name	BERNIE PANCAD	Requester ID	
Requester Title	Admin	Requester Email	RESTY.SOLOMAN

To be fill up by the requester usually for admin dept. personally.

Date	7-8-22	Start Time	10:00	End Time	10:20	Service Report No.	
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Checklist.

AND KISAME BY NAKALUNDO NA

MATERIALS USED

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

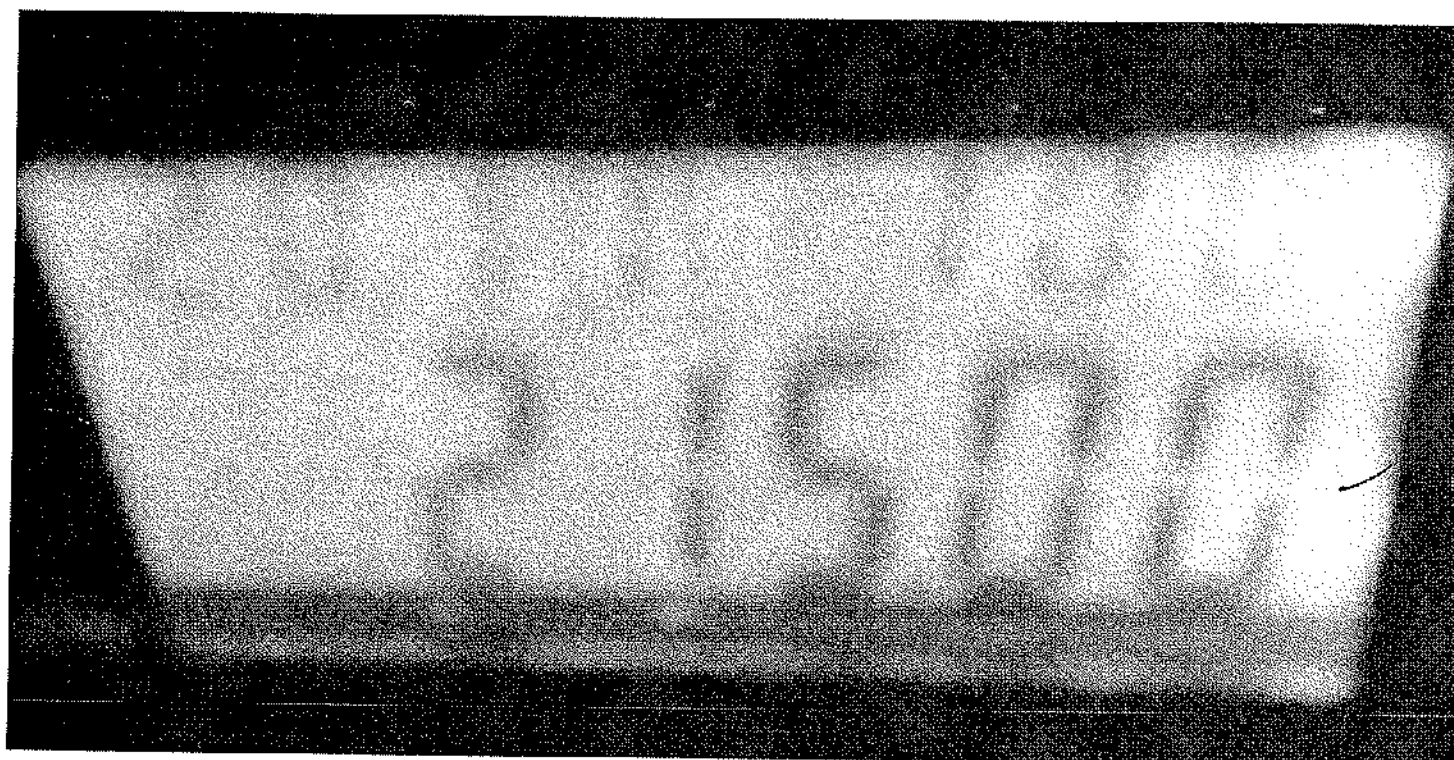
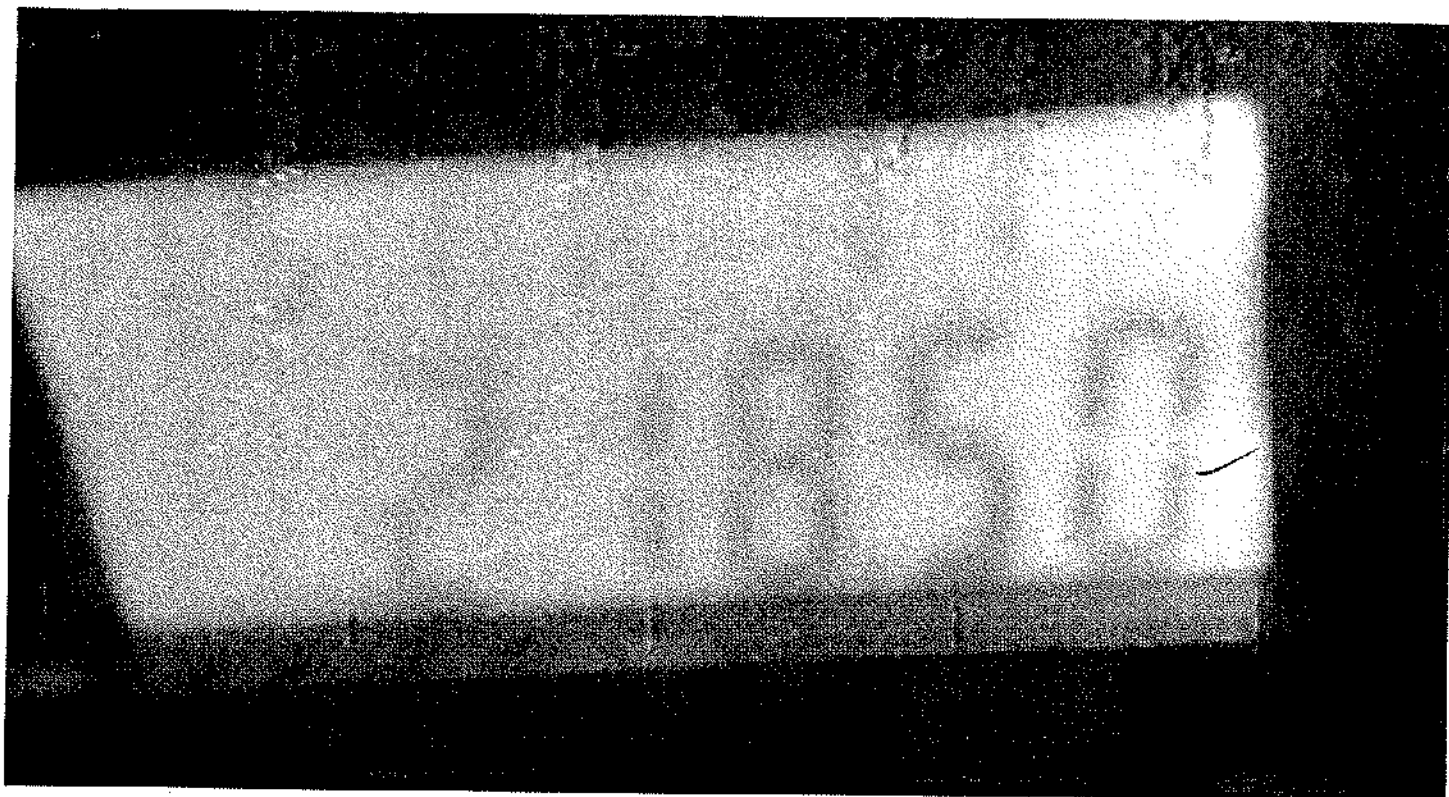
To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

ENDORSED TO A CONTRACTOR

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

Requester Name	Lara Sandayan	Requester ID	
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To be fill up by the admin dept. and requester.



Dw

Requestor's Name. RESTY SALOMON

Date of Requisition: _____
Date of Liquidation: _____

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

Checked by: B. J. [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;

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.

35 M. ...
 35 M. ...
 35 M. ...

REQUESTER'S NAME	GLOBETTA II	ORLOI/22 D462- 070122- 0036
EMERGENCY	<input type="checkbox"/>	URGENT HIGH <input type="checkbox"/> INTERMEDIATE MEDIUM <input type="checkbox"/> LOW <input type="checkbox"/>

PROBLEM - CEILING NAKA-LANDO NA

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

BERME PANCAD

ADMIN

RESTY SOLIMON

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

Date	7-8-22	Start Time	10:00	End Time	10:30	Service Report No.	
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CHOCLENG.

ANG KISAME AY NAKALUNDO NA

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.

* WILL ENDORSED TO A CONTRACTOR

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

Lara Sandayan

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

Dw

Requestor's Name: Chino de Leon

Date of Liquidation: _____

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

Checked by:

Reviewed 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	DATE SUBMITTED
DEPARTMENT/STORE	WOR NO.
PRIORITY LEVEL	

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

-la broke led bulb

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

REQUESTEE'S NAME	DATE RECEIVED
DEPARTMENT	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.
replacement of la 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

MEMAM

DATE VERIFIED

7-11-22

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

DW

Date of Liquidation: _____

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

Signature over printed name of
the Party Cash Custodian/ date

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

DIGITS

DISINFESTATION

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

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

GUARD IN

GUARD OUT

Date

7-22

Time

In 2:15 PM Out

Out

☐ Regular

☐ Time

☐ Main Office

☐ Restaurant

☐ Retail

☐ Commissary

Client

DIGITAL WALKER MACHINES

Location

POWER PLANT MALL

Services Performed

Target Pest (s)

Application Method

☐

Inspection

Crawling Insect

ULV Cold Fogging

☒

Treatment

Flying Insect

☐

Rodents & Bacteria

Chemicals

Water

Amount

Machine Amount

SANISPRAY

1.5 L

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

JOHN DAVID LABRADA

30 MINS

ULV Fogging Disinfection

Remarks

Ref. No.

Served by

JOHN DAVID LABRADA

Client's Printed Name & Signature

CONCORDIA

7/22/20

DW

Date of Requisition: _____

Date of Liquidation: _____

Signature over printed name of
the Petty Cash Custodian/ date

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

DIGITS

E. M. CURATOR

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

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

GUARD IN

GUARD OUT

2000

Date 7-12-22 Time In 2:50 PM Out 4:00 PM

☐ Regular ☐ Time ☐ Main Office ☐ Restaurant ☐ Retail ☐ Commissary

Client

DIGITAL WALKER 200M

Location

POWER PLANT MAIL

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
SANISPRAY	1.5 L	15.00	2.00

Unit Cost per Square Area	17.00
Location Square Area	

Total Amount Due (Php)	
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Work Description	Manpower	Time Duration
Mixing of water & snucop powder	JOHN DAVID LARRO	30 MINS
ULV Fogging Disinfection		

Remarks

Ref. No.

Serviced by

JOHN DAVID LARRO

Client's Printed Name & Signature

PRINCESS JOYCE S. CABURAL



DW

Requestor's Name: Chino de Leon

Date of Requisition: 07.10.22

Date of Liquidation: 07.14.20

[illegible]

Prepared by: Chandra Deb
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: *

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
Pines, Quezon City

WORK ORDER REQUEST FORM

REQUESTOR'S NAME	DEPARTMENT/STORE	DATE SUBMITTED
	for San Francisco	010/09/22
PRIORITY LEVEL	WOR NO.	
<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT/HIGH <input type="checkbox"/> INTERMEDIATE/MEDIUM <input type="checkbox"/> LOW	DW 5412 - 060822 - 0025	

Please check the boxes above for the priority level indication.

WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

request for installation of tv

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
Ben Bob	Admin	09-19-22	5 dila

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

WORK/ACTIVITIES PERFORMED

Date	Start Time	End Time	Service Report No.
<p>- consult baker mark and ismael kare baker sum long and ismael ng tv sa C-parking</p>			

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

CANCELLED

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
Ben Bob	09-14-22

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