



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. XI

Dumanlas Cor. Friendship Rd., Bajada, Davao City
Tel. Nos. 226-3921 / 221-5971 / 227-5672 / 221-5295



REQUEST FOR REPAIR

20-Oct-2014

Date

The Supply Officer
DOST Regional XI

Sir / Madam :

I have the honor to report that a

PC unit

specified below is out of order.

Serial Number

Property Number

Description of Defect :

Cause of Defect :

wear & tear

Date when defect was noted

Name of End-User

Reported by:

End-User

Noted:

DR. ANTHONY C. SALES, CESO III
Head of Office



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REQUEST FOR PRE REPAIR INSPECTION

DISCRIPTION OF PROPERTY

Type:	_____	Brand / Model:	_____
Serial / Engine No.:	_____	Property No.:	_____
Acquisition Date:	_____	Acquisition Cost:	_____
Date of Last Repair:	_____	Nature of Last Repair:	_____
Attached Copy of Latest Job Order:	_____		

DEFECTS / COMPLAINTS

Work to be Done: _____

Parts to be Supplied: _____

Requested by: _____

Date: _____

INSPECTION TEAM

PRE-REPAIR

Findings: _____

Pre-Inspected by:	_____	Noted By:	Benjamin VD. Estrellado, Jr.
	(Member)		(Chairman-Inspection Team)

Date:	_____	Date:	_____
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POST-REPAIR

Job Order No.:	_____	Date:	_____
Invoice No.:	_____	Date:	_____
Amount of Job Order:	_____	Amount Payable:	_____
Findings:	_____		

Inspected By:	_____	Noted By:	Benjamin VD. Estrellado, Jr.
	(Member)		(Chairman-Inspection Team)

Date:	_____	Date:	_____
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