



**Republic of the Philippines**

**TARLAC AGRICULTURAL UNIVERSITY**

Camiling, Tarlac

**GENERAL SERVICES OFFICE**

**SERVICE REQUEST FORM**

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| --- | --- |
| Location/Building/Office: | Requisition No.: |
| |  |  |  |  | | --- | --- | --- | --- | | Nature of Service Requested:  ${A\_1} | | | | | ELECTRICAL | PLUMBING  ${A\_2} | CARPENTRY & MASONRY  ${A\_3} | PAINTING, HAULING & HOUSEKEEPING  ${A\_4} | | |
| |  |  |  |  | | --- | --- | --- | --- | | Repair/Replacement of:  ${B\_1} |  |  | Other services: | | * Lightings & switches | * Fixtures | * Furniture | * Painting | | * Outlets   ${B\_2 | * Pipelines | * Walls & partitions | * Termite Proofing | | * Fans   ${B\_3} | * Sanitary Drainage | * Ceilings | * Hauling | | * Aircons | * Water pumps/sources | * Trusses and roofs | * Grasscutting/Cleaning | | * Electrical Lines | * Open/Closed Canals | * Floors and slabs | * Clearing/demolition | | * Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Others (specify) \_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Others (specify) \_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Others (specify)\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Requested By: Received By:  (GSO Staff)  Date: Date: | |
| ACTION TAKEN: (to be filled up by GSO)  Date inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(GSO Staff)  ${C\_3}  ${C\_2}  ${C\_1}  Services to be done: € BOM/Estimates € Supply of labor € Assistance only € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| *Form Code:* | *Revision No.:* | *Effectivity Date:* | *Page:* |
| TAU-GS-QF-01 | 00 | May 15, 2021 | **1** of **1** |