



**Republic of the Philippines**

**TARLAC AGRICULTURAL UNIVERSITY**

Camiling, Tarlac

**GENERAL SERVICES OFFICE**

**SERVICE REQUEST FORM**

|  |  |
| --- | --- |
| Location/Building/Office: | Requisition No.: |
| |  |  |  |  | | --- | --- | --- | --- | | Nature of Service Requested:  ◉ | | | | | ELECTRICAL | PLUMBING | CARPENTRY & MASONRY | PAINTING, HAULING & HOUSEKEEPING | | |
| |  |  |  |  | | --- | --- | --- | --- | | Repair/Replacement of: |  |  | Other services: | | * Lightings & switches | * Fixtures | * Furniture | * Painting | | * Outlets | * Pipelines | * Walls & partitions | * Termite Proofing | | * Fans | * 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)  Services to be done: € BOM/Estimates € Supply of labor € Assistance only € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| *Form Code:* | *Revision No.:* | *Effectivity Date:* | *Page:* |
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