



**UNIVERSITY OF SCIENCE AND TECHNOLOGY
OF SOUTHERN PHILIPPINES**

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MECHANICAL AND ELECTRICAL WORKS SECTION

JOB REQUEST FORM

Date _____

| Item No. | Work Description | Location/ Bldg./ Office | Date Started | Date Finished | Person Attended | Remarks |
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Requested by:

Approved:

(Signature over Printed Name)

FERDINAND M. ORAIZ, MIT

Head, Admin and Finance