



**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

Requested by:

Approved:

\_\_\_\_\_  
(Signature over Printed Name)

**FERDINAND M. ORAIZ, MIT**

Head, Admin and Finance