**GENERAL SERVICES OFFICE**

**JOB REQUEST**

Please tick the Category: □ 1(1-3 days) □ 2 (4-7 days) □ 3 (8-59 days) □ 4 (60 days or more) □ 5 (unattainable)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requested by | | ${contact\_email} | | | | Date | |  | |
| Department | | ${contact\_department} | | | | Completion Date | |  | |
| RECOMMENDING APPROVAL: | | |  | | APPROVED: | | |  | |
|  |  | | |  |  | |  | |  |
|  | Interim Point Person, GSO | | |  |  | | President/Concurrent Director,GSO | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NATURE OF WORK TO BE DONE** | | **QTY.** | | **UNIT COST** | | | **TOTAL COST** | **LABOR NEEDED** |
| **${contact\_content}** | |  | | **₱${total\_material\_amount}** | | | **₱${total\_labor\_amount}  + ₱${total\_material\_amount}** |  |
| **TOTAL** | | | | | | | **₱${overall\_total\_amount}** | **₱${overall\_total\_amount}** |
| Estimated Cost of Labor and Materials | | |  | | Estimated by: | | |  |
| **Amount:** | **₱${overall\_total\_amount}** | |  | | |  | | |
| **OR No.** |  | |  | | | **Unit Head** | | |
|  |  | |  | | | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTUAL LABOR COST** | | | | | **MATERIALS NEEDED** | | | | |
| **DATE** | **NAME** | **RATE** | **HRS** | **AMOUNT** | **DATE** | **MATERIALS** | **QTY** | **UNIT COST** | **AMOUNT** |
| **${labors\_and\_materials\_data}** |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Noted by: |  | | Date Received: |  |
| Job Order No: | |  | Date Completed: |  |
| Remarks: |  | | | |
|  |  | | | |
|  |  | | | |

**Note: *For outside jobs, payments must be made in the Cashier’s Office. Please accomplish in three (3) copies.***