



UNIVERSITY OF THE PHILIPPINES MANILA
 Campus Planning, Development and Maintenance Office
 Padre Faura St. Ermita, Manila 1000, Philippines
 Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



JOB ORDER REQUEST
 (SUBMIT IN DUPLICATE)

	JOR NO. :
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Description: _____

Requested by: _____	Received by: _____
Head / Authorized Representative	_____

Unit/Section	Date:
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To be accomplished by CPDMO personnel:
 Action Taken/Recommendation:
 For repair For replacement For preventive maintenance check-up
 For check-up For cost estimate For unit condemnation
 For fabrication] For equipment cleaning For outside repairs
 Others: _____

CRAFTSMEN: _____

Expected Completion [No. of days] _____	Conforme [End-User] _____	Signature/Date
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Approved for implementation: ARTHUR M. PERALTA	_____
Const. & Maint. Gen. Foreman	Date approved

REPORT/STATUS:
 Completed on time
 Delayed Reason: () Manpower _____
 () Equipment/Tools _____
 () No Materials c/o End-User _____

Job Accepted	
Remarks: _____	End-User _____
_____	Date: _____

Inspected by: ARTHUR M. PERALTA Const. & Maint. Gen. Foreman	APPROVED: AR. ROSALIE G. FLORES - BERNARDO Chief, CPDMO
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