



# JOB REQUEST FORM

Page No.

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Form No.

CCD-779

Revision No.

5

Effectivity

March 2, 2022

Date of Request: MARCH 25, 2022 Reference No.: \_\_\_\_\_

Requesting Dept./Unit/Branch: PROUREMENT SECTION (F-BA COWD)

Event Program: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Date of Use/Deadline: MARCH 28, 2022 Time: \_\_\_\_\_

**\* NOTICE: Please submit Job Request Form Three (3) working days before the Date of Use/Deadline.**

### REQUIREMENTS:

- ARTWORK
- WRITE-UPS
- WEBSITE

- |  |  |
|--|--|
| <input type="checkbox"/> Speech        | <input type="checkbox"/> Transcript    |
| <input type="checkbox"/> News Clipping | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Message       | <input type="checkbox"/> Ad Copy       |
| <input type="checkbox"/> Others _____  |  |

Other details: LOT 3 (SUPPLY AND DELIVERY OF LEATHERETTE, DECORATIVE LED LIGHTS AND OTHER CABLING MATERIALS) UNDER ITB NO. PB21-11-014 BAC (NOTICE TO PROCEED)

- PHOTO COVERAGE
- VIDEO COVERAGE
- WRITER/ REPORTER
- TECHNICAL EQUIPMENT

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Sound System            | <input type="checkbox"/> Video Camera          | <input type="checkbox"/> Overhead Projector    |
| <input type="checkbox"/> Karaoke Machine         | <input type="checkbox"/> VHS VCR               | <input type="checkbox"/> Screen                |
| <input type="checkbox"/> Audio Cassette Recorder | <input type="checkbox"/> Microphone (handheld) | <input type="checkbox"/> Multi-media Projector |
| <input type="checkbox"/> Still Camera            | <input type="checkbox"/> Microphone (Lapel)    |  |

Others (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_

Purpose:  
\_\_\_\_\_  
\_\_\_\_\_

Requested by:  
Bm JOSE MANCIANO C. BARRERA  
Head of Branch (signature over printed name)

Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_

For CCD only:  
 Approved  Disapproved

\_\_\_\_\_  
**CARMELITA V. VALDEZ**  
Assistant Vice President

### TO BE FILLED OUT BY REQUESTING PARTY AFTER JOB COMPLETION

Acknowledgement:  
  
\_\_\_\_\_  
Signature over printed name/ Designation

Comments/ Suggestions:  
  
\_\_\_\_\_