



# JOB REQUEST FORM

Page No.

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Form No.

CCD-779

Revision No.

5

Effectivity

March 2, 2022

Date of Request: October 7, 2022 Reference No.: \_\_\_\_\_

Requesting Dept./Unit/Branch: Procurement Section/CF-Winford

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

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

Date of Use/Deadline: October 7, 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: Supply and Delivery of Two (2) Lots Food Supplies, Baked Products and Pastries  
(Rebidding Lot No.1:Food Supplies) under ITB No.: CB22-02-002WINa-06

\*\*\* Notice of Suspension (PDF) \_\_\_\_\_

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:

In Compliance with 2016 of IRR of RA9184

\_\_\_\_\_  
\_\_\_\_\_

Requested by:  
AIBM ANTONIO BENIGNO V. GUTIERREZ  
Head of Branch (signature over printed name)  
Contact Person : Mary Jane D. Indiongco  
Contact Number : 85231593 Local 1205

For CCD only:

Approved

Disapproved

CARMELITA V. VALDEZ  
Assistant Vice President

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

Acknowledgement:

Comments/ Suggestions:

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