



JOB REQUEST FORM

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Form No.

CCD-779

Revision No.

5

Effectivity

March 2, 2022

Date of Request: September 8, 2022

Reference No.:

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

Event Program:

Date of Use/Deadline: September 11, 2022

Time:

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

REQUIREMENTS:

- ARTWORK
- WRITE-UPS
- WEBSITE

- Speech
- News Clipping
- Message
- Others _____
- Transcript
- Press Release
- Ad Copy

Other details: Supply and Delivery of Fire Fighting Equipment and Accessories of CF-Bacolod and CF-Iloilo under ITB No. SV22-09-010BAC (Request for Quotation)

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

- Sound System
- Karaoke Machine
- Audio Cassette Recorder
- Still Camera
- Video Camera
- VHS VCR
- Microphone (handheld)
- Microphone (Lapel)
- Overhead Projector
- Screen
- Multi-media Projector

Others (Please specify)

Purpose:

Requested by:

NESTOR G. VEGASPINA

Head of Branch (signature over printed name)

Contact Person : Lilly Ann L. Jelbuena

Contact Number : 034-4348901

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