JR No.: _____
Date: _____

JOB REQUEST (REPAIR AND MAINTENANCE)

A. Work Area: Building /Office_____

B. Scope of Work: ☐ Carpentry ☐ Plumbing ☐ Electrical ☐ Masonry ☐ Electronics
☐ Painting ☐ Welding ☐ Hauling (elf truck) ☐ Others_____

C. Job description:
_____
_____
_____
_____

D. Requested by: _____ Approved by: _____
End User Head, Facilities Management & Sustainability

E. Job Performed by:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

F. Job Evaluation: ☐ Job completed on time (_____Quantity/_____Efficiency/ _____Timeliness)

Job completed beyond time Reasons:
_____Worker absent/leaved
_____Extended break period
_____Additional work requested
_____Others (specify) _____

Job not completed Reasons:
_____Lack of working days
_____Lack of materials
_____Lack of skill
_____Others (specify) _____

Other Remarks:
_____
_____

End User: _____ Approved by: **MADONNA C. GONZALES, DPd**
(Signature over printed name) Director, Administration, Finance and Planning
(Signature over printed name)