



# DAVAO CITY WATER DISTRICT

McArthur Highway, Matina, Davao City  
Tel. No. 235-3293

MASTER COPY

## (1) JOB REQUISITION

N<sup>o</sup> 21910

Date: \_\_\_\_\_

Equipment description to be repaired

Estimated Cost:

Materials	₱ _____
Labor	_____
Others	_____
<b>Total ₱</b>	<b>_____</b>

Description of Works:

Prepared by: _____	Approved by: _____	Noted by: (for repair of vehicles only) _____ Division Manager A TOEMD
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## (2) JOB ORDER

N<sup>o</sup> 21910

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Address: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Additional Description/Remarks:

Prepared by: _____	Contract Price: Materials: ₱ _____ Labor: _____ Others: _____ Total: ₱ _____	Funds Available: _____ Manager Accounting Department
Division Manager A Procurement Division		
Pre Audited by: _____	Approved by: _____	Received JO original copy and the asset described above.
Manager Internal Audit Department	General Manager/ Asst. General Manager	Signature Above Printed Name & Date

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