

FO-04-11
Issue No. 2
Revision 2



DAVAO CITY WATER DISTRICT

General Services Department
Water Meter Maintenance Division

WMMD REQUISITION SLIP

I. SERVICE REQUEST *(To be filled up by Requisitioner)*

Department/Unit:

Date :

Description of Request

Purpose:

Mode of Requests *(Filled out the appropriate box)*

Walk-in

via Electronic Means

Requested by:

Received by:

Signature over Printed Name

II. DELEGATION OF WORK *(To be filled out by the Supervisor / Section Head)*

Assigned to: (printed name)

Date Assigned:

Assigned by: (signature over printed name)

III. REQUEST STATUS *(To be filled out by the Assigned Personnel)*

Work Completed Yes No

Date Completed :

If no, state the reasons:

APPROVING AUTHORITY *(Indicate the name and position)*

Signature over Printed name

FO-04-11
Issue No. 2
Revision 2



DAVAO CITY WATER DISTRICT

General Services Department
Water Meter Maintenance Division

WMMD REQUISITION SLIP

I. SERVICE REQUEST *(To be filled up by Requisitioner)*

Department/Unit:

Date :

Description of Request

Purpose:

Mode of Requests *(Filled out the appropriate box)*

Walk-in

via Electronic Means

Requested by:

Received by:

Signature over Printed Name

II. DELEGATION OF WORK *(To be filled out by the Supervisor / Section Head)*

Assigned to: (printed name)

Date Assigned:

Assigned by: (signature over printed name)

III. REQUEST STATUS *(To be filled out by the Assigned Personnel)*

Work Completed Yes No

Date Completed :

If no, state the reasons:

APPROVING AUTHORITY *(Indicate the name and position)*

Signature over Printed name