



NATIONAL INSTITUTE OF PHYSICS

College of Science, University of the Philippines
Diliman, Quezon City

Job Order No.: _____

Date: _____

JOB REQUEST ORDER

JOB Details and Description:

Each item of the job request must be completely described.

Purpose:	QTY	MATERIALS (to be supplied):
Here the purpose of the request in relation to the NIP Resources, Facilities, Research and Extension.		

Requestor:	Request TO:	Request FOR:
Signature: _____	Carpentry Shop	Fabrication
Fullname: _____	Electrical Shop	Repair
Laboratory: _____	Machine Shop	Replacement
	Others, specify.	Installation
Material Supplied BY:		Others, specify.
	Requestor	
	Supply Office	

VERIFICATION

This is to verify the availability of the materials and tools and equipment to be used for the Job request.

Signature: _____ Materials [] Date Start: _____
 Fullname: _____ Tools []
 Date: _____ Equipment [] Duration: _____

Remarks: _____

CERTIFICATION

This is to certify the undersigned had verified the need to pursue and recommended the completion of the JOB ORDER REQUEST No. _____, dated _____.

PERCIVAL ALMORO, Ph.D
 Deputy Director for Resources and Facilities

ARMANDO SOMINTAC, Ph.D.
 Deputy Director for Research and Extension