

Date _____

Job Order No. _____

JOB ORDER FORM

Name of Requestor

Bldg & Unit No. / Village, Phase, Block & Lot No.

Unit Owner
 Tenant

Co-occupant
 Authorized representative

	DESCRIPTION OF WORK(S)	Date & Time Started	Date & Time Finished	To be filled-out by PMO	
				Php	Rate/hour
1				Php	
2				Php	
3				Php	
4				Php	
5				Php	

REMINDERS:

1. Materials should be supplied and bought by the unit owner/tenant.
2. Building personnel should not be allowed to buy the materials for the unit owner/tenant .
3. Assigned Building Personnel are prohibited to perform other works not defined in this Job Order.
4. Assigned Building Personnel are not allowed to accept payments or tips.
5. _____ or the Property Management Office shall not be responsible or liable for any services provided, or guarantee or warrant the quality of such services. It is understood that the request of the services performed by the Building Personnel shall be done solely at the requestor's own risk.

APPROVED BY:

Signature over printed name of Requestor

Signature over printed name of Building/Village Manager

Date

Date

Acknowledgement

I have satisfactorily accepted the repair work(s) stated above, and confirm the date and time of start and finish. Please bill us the corresponding amount.

Signature over printed name of Requestor

Date

To be filled-out by Property Management Office

WORKS CONDUCTED BY:

CHECKED AND VERIFIED BY:

Signature over printed name of Assigned Personnel

Signature over printed name of Building/Village Manager

Date

Date

TOTAL AMOUNT

DUE: PHP _____

DATE PAID: _____

AR/OR No.: _____