JOB REQUEST

Entity Name: **NATIONAL BOOK DEVELOPMENT BOARD** **Fund Cluster :** _____

Office/Section : A & F Division		JR No. : 2020 001 Responsibility Center Code : _____		NOV 29 2019	
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	Lot	**Provision of Security Services for One (1) Year covering**	1		
		the period January 1, 2020 to December 31, 2020			
		- 1 Security Guard rendering 12hours duty, 7 days a week			
		- Inclusive of equipment/supplies			
		Approved Budget: P540,000.00			

Purpose: Security Services for NBDB properties and premises, January 1 - December 31, 2020

	Requested by:	Approved by:
Signature :		
Printed Name :	**RHONNELL C. DACIO**	**JERRY O. TIZON**
Designation :	Administrative Officer V	Executive Director III