

# JOB REQUEST

Entity Name: NATIONAL BOOK DEVELOPMENT BOARD

Fund Cluster : \_\_\_\_\_

Office/Section : A & F Division	JR No. : <b>2020 003</b> Responsibility Center Code : _____	NOV 29 2019
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	<b>Provision of Janitorial Services for One (1) Year covering</b>	1		
		<b>the period January 1, 2020 to December 31, 2020</b>			
		- 2 Janitors rendering 8hours duty, Monday to Saturday			
		- Inclusive of janitorial equipment and monthly supplies			
		worth P1,500.00			
		<b>Approved Budget: P540,000.00</b>			

Purpose: Janitorial Services for NBDB, January 1 - December 31, 2020

Requested by:  
 Signature : \_\_\_\_\_  
 Printed Name : **RHONNELL C. DACIO**  
 Designation : **Administrative Officer V**

Approved by:  
 Signature : \_\_\_\_\_  
**JERRY G. TIZON**  
 Executive Director III