



CORPORATE COMMUNICATIONS DEPARTMENT

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Form No.

CCD-779

JOB REQUEST FORM

Revision No.

3

Effectivity

August 1, 2019

Date of Request: December 13, 2021
 Requesting Dept/Unit/Branch: CF-Davao
 Event Program: _____
 Location/Venue: _____
 Date of Use/Deadline: December 13, 2021 Time: _____

* NOTICE: Please submit Job Request Form Three (3) working days before the Date of Use/Event.

REQUIREMENTS:

- ARTWORK
- WRITE-UPS
- WEBSITE
- Speech
- News Clipping
- Ad Copy
- Transcript
- Press Release
- Others _____

Other details: Project Title: Procurement of Five (%) Year Lease of Space for Operation of a Gaming Facility in Tagum City, Davao Del Norte
ITB No. LR21-12-001DAV
Document for Posting: Request for Quotation (RFQ).

- PHOTO COVERAGE
- VIDEO COVERAGE
- WRITERS REPORTER
- TECHNICAL EQUIPMENT
- Sound System
- Karaoke Machine
- Audio Cassette Recorder
- Still Camera
- Video Camera
- VHS VCR
- Microphone (handheld)
- Microphone (Lapel)
- Overhead Projector
- Screen
- Multi-media Projector

Others (Please specify)

Purpose:

Reportorial Requirements

Requested by:

ANTONIO V. COVARRUBIAS

Contact Person : DARA AUREA A. VILLALOBOS
 Contact Number : (082) 234-3997

For CCD only:

- Approved
- Disapproved

CARMELITA V. VALDEZ
 Assistant Vice President

TO BE FILLED OUT BY REQUESTING PARTY AFTER JOB COMPLETION

Acknowledgement:

Comments/ Suggestions:

 Signature over printed name/ Designation