

Phone (+63 85) 341-3249 (+63 85) 342-3047 (+63 85) 341-2296 Fax (+63 85) 342-1079 URL: http:///www.carsu.edu.ph Email address: op@carsu.edu.ph





☐ Actions Taken on the Request:

☐ Accepted

☐ Rejected, reason:

OFFICE OF THE PLANNING AND DEVELOPMENT

	Request No:							
OPD Service Request Form								
Name of Requestor:		Contact Number:						
Position/Designation		Date of	Request:					
Department/Office:		Inclusiv						
Type of Service/s Requested								
□ Site Inspection/Infrastructure Monitoring □ Drafting Services □ Elevation, Setbacks, and Road-to-Building boundary Checking □ Variation Order (Design/ POW) □ Project Consultation □ Air-conditioning Unit Allocation-Energy Consumption Analysis □ Others, please specify:			DETAILS OF THE REQ	JEST				
This portion below will be filled-up by OPD Service Desk Personnel								
Received By:	Signature over Printed Nam	e & Date	Service requested is within OPD scope?	☐ Yes				

Director, OPD

☐ University Architect/ Draftsman

☐ Electrical /Mechanical Engineer

☐ Civil/Structural Engineer

☐ Geodetic Engineer

Republic of the Philippines Caraga State University Ampayon, Butuan City 8600, Philippines Competence Service Uprightness

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OFFICE OF THE PLANNING AND DEVELOPMENT

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Received By:	Signature over Printed Nar	Signature over Printed Name & Date		☐ Yes			
Approved By:	Director, OPD	Director, OPD University Architect/ Draftsman Electrical /Mechanical Engineer Civil/Structural Engineer Geodetic Engineer		☐ Actions Taken on the Request: ☐ Accepted ☐ Rejected, reason:			
Technical Personnel Assigned to render service	☐ Electrical /Mechanical En☐ Civil/Structural Engineer						

Approved By:

Technical

Personnel

service

Assigned to render