

Request No: \_\_\_\_\_

**Variation Request Form**

<b>Name of Requestor:</b>		<b>Position/Designation:</b>	
<b>Department/Office:</b>		<b>Date Filed:</b>	
<b>Title of the Project:</b>		<b>Amount for VO (OPD):</b>	
<b>Variation Order Specification</b>			
<b>VARIATION AS SUGGESTED BY END-USER/CONTRACTOR:</b> (Please use separate sheet if needed)		<b>RECOMMENDED VARIATION BY OPD:</b>	
<i>This portion below will be filled-up by OPD Service Desk Personnel</i>			
<b>Inspected By:</b> (Gen. Services)	<i>Signature over Printed Name &amp; Date</i>	<b>Required Supporting Documents</b>	
<b>Reviewed By:</b>		<input type="checkbox"/> Approved Letter Request <input type="checkbox"/> Actual Bill of Materials <input type="checkbox"/> Latest Billing/Accomplishment Report <input type="checkbox"/> Others, Pls specify: _____ _____ _____ _____	
<b>Approved By:</b>		Director, OPD	

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