



# PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Address: 2nd Floor Finance Building, Provincial Capitol Compound, Lucena City

Tel. Number: (042) 719-1324

Email Address: picto@quezon.gov.ph

# CREATIVE WORKS JOB REQUEST FORM

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

## CLIENT INFO

ORIGINAL COPY

Name:	_____	Signature:	_____
Department:	_____	Contact Number:	_____
Department Head/ Immediate Supervisor	_____ Signature:		

## REQUEST

- Layout Design
- Video Editing
- Audio Visual Presentation
- Audio Editing

Other (Please Specify)

\_\_\_\_\_

Date/Time Started: \_\_\_\_\_

Date/Time Accomplished: \_\_\_\_\_

Attending Personnel: \_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

Remarks:

\_\_\_\_\_

Approved by: \_\_\_\_\_  
**LENEY C. LAYGO**  
DEPARTMENT HEAD / SUPERVISOR



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