



**METROPOLITAN NAGA WATER DISTRICT**

**FORMS**

**REQUISITION AND ISSUE SLIP**

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Republic of the Philippines  
METROPOLITAN NAGA WATER DISTRICT  
#40 J. Miranda Avenue, Naga City

GP# \_\_\_\_\_ RIS# \_\_\_\_\_

**REQUISITION AND ISSUE SLIP**

Division			Responsibility Center Code				No. _____
							Date: _____
Quantity			Description	Price	Stock No.	Remarks	
Numeric	In Words	Unit					
Name of Customer :			Purpose: _____				
Account No.:			_____				
Address :			_____				
AIO No.:			_____				
Requested By:		Checked By:	Approved By:	Noted By:	Issued By:	Received By:	
				JEREMIAS P. ABAN JR.	JOSE MA. O. BASA	Signature	
Signature				Division Manager A	Supervising Material Planning Officer	Printed Name	
Printed Name				Administrative Division	Administrative Division	Designation	
Designation						Date	
Date							