



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041 (LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## PHYSICAL PLANT SERVICE REQUEST FORM

Checked & Engr. MARIO LILIO P. ☐ 3. Moderately Satisfied ☐ 5 Excellent ☐ 4. Very Satisfied ☐ Comments & Suggestion	Filled in by requesting party					Filled in by PPO	)			
House No/ Apartment No./ Department Location :	Date filed	:	25 May :	2022		Date received	:			
Apartment No./ Department Location  Requesting party CHARLIE S. ANDAN Designation/ Position Document control number    Please check and specify the nature of service request		cility/					-			
Apartment Not   Department   Location   Requesting party   CHARLIE S. ANDAN   Position   Designation   Position   Document   Control number   Designation   Document   Document   Control number   Designation   Document   Document   Designation   Document   Designation   Document		. , :				Received by				
Designation   Position   Document   Designation   Position   Document   Control number   Document						,	=	Name	& Signature	
Requesting party Designation/ Position    Position	-	L				Designation/		Namo	a orginatoro	
CHARLIE S. ANDAN   Designation/ Position   Head, DMet	Location	:				Position	: -			
CHARLIE S. ANDAN   Designation/ Position   Head, DMet						Document				
Designation/ Position	Requesting party :					-				
Please check and specify the nature of service request	CHARLIE S			ANDAN						
Please check and specify the nature of service request				Met						
Audio System (amplifier, speakers and microphones)  With Lights? Yes No Setup Location: Tent installation/s  Setup Location: No. of tent: Tent size: Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)  Location/Area covered:	1 Outon									
Mith Lights? Yes No Setup Location: Date & Time Needed: Tehrit installations (not tent: Tehrical positions and the likes)   Setup Location: No. of tent: Tehrical positions (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)   Installation/s (tarpaulin, signage, new lock & knobs & other installation not consi	Please che	ck and specify the	nature of service r	equest						
Mith Lights? Yes. No.   Setup Location:   Tent size:			r, speakers and		Te	nt installation/s				
Setup Location: Date & Time Needed: Estimated Duration (hrs): Land preparation, plowing & harrowing Location/Area covered: Estimated passing trip:  Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)  Brief Description of Service Request Repair of the waterline and pipes at the Agrometeorology station — the connected to the source of water.    Service Satisfaction   OVER-ALL RATING			NI-							
Date & Time Needed: Estimated Duration (hrs): Land preparation, plowing & harrowing Location/Area covered: Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Plans, Layouts and Estimates (Drafting, floor plan's, material & cost estimate, site inspection and the likes)  Brief Description of Service Request Repair of the waterline and pipes at the Agrometeorology station — the connection is very old and the water is not connected to the source of water.  Conducted by: PPO Personnel (Name & Signature) PPO Unit  Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)  Machining works (lathe, shaper, drill press & etc.) Landscaping (Design and Installation)  Location/Area covered: Other/s (Specify): Repair of waterline and pipes at the Agrometeorology Station  Station of Service Request  Repair of the waterline and pipes at the Agrometeorology station — the connection is very old and the water is not connected to the source of water.  Filled in by the requesting party after the conduct of service request  Service Satisfaction OVER-ALL RATING  Dyer-All RATING  1. Not Satisfied 1. Poor 2. Fair 2. Slightly Satisfied 3. Good 4. Very Good 4. Very Good Comments & Suggestion	With Lights? Yes No Setup Location:									
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Plans, Layouts and Estimates (Drafting, floor plan's, material & cost estimate, site inspection and the likes)    Brief Description of Service Request						Location/Area covered:				
Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)    Brief Description of Service Request	Fro	m:	To:	_						
PPO Personnel (Name & Signature)   PPO Unit   PPO Uni				loor —	Ag	rometeorology	Stati	<u>Ori</u>		
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