



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION					
Filled in by requesting party			Filled in by PPO		
Date filed :	June 29, 2023		Date received		
Building/Department :	Eco-FARMI, Demo Farr Vermicomposting Facili		Received by	Name & Signature	
Location :	VSU		Designation/Position	1	
	REYNANTE G.		Daniest Deference	3	
Requesting party	MACAPANAS	V	Request Reference Number		
	Name & Signature				
Designation/Position :	SRA, Eco-FARMI				
Contact no./Email :		II BOUT SOL			
	the nature of service request				
Audio System (amp	olifier, speakers and		Tent installation/s		
With Lights? Yes	No.		Setup Location:		
Setup Location: Date & Time Needed:			No. of tent:		
Date & Time Needed:			Tent size:		
Estimated Duration (hrs):			Fabrication/s (new cabinets, furniture, metal works and other		
Land preparation, plowing & harrowing fabrica			brications not considered as repair and maintenance)		
Location/Area covered: Installation/s (tarpaulin, signage, new lock &				nage, new lock & knobs & other	
Estimated passing trip:			installation not considered as repair and maintenance)		
Site development, levelling, scrapping & backfilling			Machining works (lathe, shaper, drill press & etc.)		
Location:			Landscaping (Design and Installation)		
Hauling (Construction materials, office equipment & etc.) From: Mabolo drive To: Eco-FARMI Demo Farm Hauling (Construction materials, office Location/Area covered: Other/s (Specify):					
Plans, Layouts and	Estimates (Drafting, floor ost estimate, site inspection				
Brief Description of Service Request					
William Color Colo					
Hauling of Rice	Straw from Mabolo Drive to	Demo	rami, vermicomposting r	acinty.	
ACCOMPLISHMENT					
Filled in by PPO Personnel		Fill	Filled in by Requesting Party		
Conducted by :	O Maintenance Personnel		Service Satisfaction	OVER ALL RATING	
	(Name and Signature)		Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time			2. Slightly Satisfied	☐ 4. Very	
Started			3. Moderately Satisfied	☐ 3. Good Good	
Date & Time			Very Satisfied	☐ 5. Excellent	
Finished			☐ 5. Extremely Satisfied	LOSES . IS NOT IN THE SECURITIES AND IN	
				Comments & Suggestion	
Checked . ———	PPO Head/Director		Name &Signature		
&verified .	(Name and Signature)				
Notes:					
			Designation/Position		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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