



## PHYSICAL PLANT OFFICE

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## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATIO	N					
Filled in by requesting party		1	illed in by PPO			
Date filed	: Aug. 27, 2024		Date received	:		
Building/Department : Dept. of Economics		F	Received by			
				Name	& Signature	
Location : Upper Campus			Designation/Position			
Location	. Opper Campus	- '	Designation osition			
Decreation and	ZYRA MAY H. CENTINO	l F	Request Reference	:		
Requesting party	Name & Signature	- 1	Number			
Designation/Position	: Head, DoEcon					
	. Tlead, Dollott					
Contact no./Email						
Please check and specif	fy the nature of service request					
Audio System(am	plifier, speakers and microphon	es)	Tent installation/s			
With Lights? Yes No			Setup Location:			
Setup Location: Date & Time Needed:			No. of tent:			
			Tent size:			
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works)					netal works and other	
Land preparation	plowing & harrowing		fabrications not consid	dered as repair and	d maintenance)	
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs						
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)		
-	ction materials, office equipment	&	Location/Area covered	d:		
etc.) From: To:			Other/s (Specify):			
Plans, Layouts and Estimates ( <i>Drafting, floor plan/s,</i>						
	stimate, site inspection and the li					
material a cost of			f Service Request			
	1. Installation of door knob i	n the clas	srooms (YES Room ar	nd Econ 134 Roor	n)	
ACCOMPLISHMENT						
Filled in by PPO Personnel		Filled in	n by Requesting Party			
	v da	0	Service Satisfaction OVER ALL RATING		I PATING	
Conducted by :	PPO Maintenance Personnel	50	ervice Saustaction	OVER AL	LRAING	
	(Name and Signature)	□ 1.	Not Satisfied	☐ 1. Poor	2. Fair	
Date & Time	(mains and signature)	□ 2.	Slightly Satisfied		4. Very	
Started		□ 3.	Moderately Satisfied	☐ 3. Good	Good	
Date & Time		□ 4.				
Finished		□ 5.	Extremely Satisfied	5. Excellent		
	41			Comments 8	& Suggestion	
Charles						
Checked	DDO Hand/Discotor			1		

Vision: Mission:

&verified

Notes:

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.

Name &Signature

Designation/Position

PPO Head/Director

(Name and Signature)

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