



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATIO	ON	No. of the same of the con-	5 2 4 5 5 4 5		
Filled in by requesting party		Filled in by PP	20		
Date filed	:January 17, 2024	The second secon	Date received ;		
Building/Department	3	Received by	Received by Name & Signature		
Location	Eco-FARM	Designation/Position :			
Requesting party	: JEROME O. ARRIBADO Name & Signature	Request Reference : Number		18	
Designation/Position Contact no./Email	Director				
Please check and specify th	e nature of work requested:				
☐ Vehicle Repair	pair Carpentry & Furniture Works Electrical Works				
☐ Welding Works	☐ Plumbing W	orks Heating, Ventilating, Air conditioning & Refrigeration			
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)					
Brief Description of the Nature of Work Requested					
Replacement of existing fluorescent tubes into LED tube and repair of electric connection and outlet					
INSPECTION (Filled in by PPO Personnel)					
	Time started:	[AM] [PM] Tir	ne ended:	[AM] [PM]	
☐ In-House Repair ar		☐ For Outsourcing			
Materials/Parts	Manpower Required:		Estimated hours/days		
☐ Available	☐ Available		Schedule o	of repair:	
☐ Not Available	□ Not Available				
Conducted: PPO Main	Confirmed:	Name and Signature			
-	Designation/Position			Designation/Position	
ACCOMPLICUMENT					
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party					
Conducted : P	: PPO Maintenance Personnel		isfaction	OVER ALL RATING	
Date & Time Started	(Name and Signature)	☐ 3. Modera	sfied Satisfied tely Satisfied tisfied ely Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ 3. Good ☐ Good	
Date & Time Finished				☐ 5. Excellent	
		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		Comments & Suggestion	
Checked &verified	PPO Head/Director (Name and Signature)	Name &Si	gnature		
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.

Page 1 of 1 FM-PPO-09 V01-01-20-2023

No.