



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

| Filled in by requesting party | | | | Filled in by PPC |) | | | |
|--|--|---|--|--|--|---------------------------|---------------|--|
| Date filed : Awyust 20, 2022 | | | | Date received | : | | | |
| House Apartm | nent No./ | Cent | | | Received by | | | |
| Department | | | Designation/ | Nam | e & Signature | | | |
| Location : ACIC VXV | | | | Position | : | | | |
| Requesting party Dr. shabella 6. Tain | | | | Document | | | | |
| Requesting party | | | | control number | | | | |
| Designation/ | | | | | | | | |
| Position Affiliate Austry, AMC | | | | | | | | |
| Please check and specify the nature of service request | | | | | | | | |
| | Audio System (amplifier, speakers and | | | Te | nt installation/s | | | |
| With Lights? Yes. No. Setup Location: | | | | | | | | |
| Setup Location: Date & Time Needed: | | | | | No. of tent: | | | |
| | Estimated Duration (hrs): | - | | | | | | |
| | Land preparation, plowing & harrowing | | | | brication/s (new cabinets, furniture, metal works and other brications not considered as repair and maintenance) | | | |
| | | | rasmodione not considered as repair and maintenance) | | | | | |
| | Location/Area covered: | | Installation/s (tarpaulin, signage, new lock & knobs & c | | | | | |
| | Estimated passing trip: installation not considered as repair and maintenance) | | | | | | | |
| | Site development, levelling, scrapping & backfilling | Machining works (lathe, shaper, drill press & etc.) | | | | | | |
| | Location: | | | La | ndscaping <i>(Desi</i> g | gn and Installation) | | |
| | Hauling (Construction materials, office equipment & etc.) | | | | | red: | | |
| | From: To: | - | | Otl | ner/s (Specify) :_ | | | |
| Plans, Layouts and Estimates (<i>Drafting, floor plan/s, material & cost estimate, site inspection and the likes</i>) | | | | | | | | |
| Brief Description of Service Request | | | | | | | | |
| tabrication (metal works) or stand per biosopphy cobinet. | | | | | | | | |
| -estimation of materials & cost. | | | | | | | | |
| - tabrication of stand. | | | | | | | | |
| The second of th | | | | | | | | |
| | Filled in by the | | | | questing party afte | er the conduct of service | e request | |
| | | | | vice Sa | atisfaction | OVER-A | LL RATING | |
| | | | 1. | Not Sa | atisfied | ☐ 1 Poor | ☐ 2 Fair | |
| | | | 2. | Slightl | y Satisfied | ☐ 3 Good | ☐ 4 Very Good | |
| | | | 3. | Mode | rately Satisfied | ☐ 5 Excellent | | |
| 5. | | | - | ery Satisfied Extremely itisfied | Comments | s & Suggestion | | |
| | | | | | | | | |
| | | | | Salisti | c u | | | |
| | | | | | | | | |

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 2 FM-PPO-15 v0 02-28-2022