



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed :	July 06, 2022
Building/Facility/ House No/ Apartment No./ Department :	Department of Agronomy
Location :	VSU Upper Campus
Requesting party :	ED ALLAN L. ALCOBER Name & Signature
Designation/ Position :	DA-Faculty

Filled in by PPO	
Date received :	
Received by :	Name & Signature
Designation/ Position :	
Maintenance control number :	

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):

Materials/Supplies/Parts: Available Not Available

Brief Description of Repair and Maintenance
1. Service cleaning of Air condition @ DA Conference Room

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by: _____
 PPO Personnel
 (Name & Signature)

PPO Unit: _____

Checked & Verified by: _____
 PPO Head
 (Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
Service Satisfaction	OVER-ALL RATING
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent
<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion
<input type="checkbox"/> 5. Extremely Satisfied	
Name and Signature	