



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPC		i i kalendara kalendara ka
Date filed : July 06, 2022		Date received	•	
Building/Facility/ House No/ Apartment No./ Department	ment of Agronomy	Received by	Nam	e & Signature
Location : VSU Upper Campus		Designation/ Position	•	
Requesting party : ED ALLAN LACOBER  Name & Signature  Designation/ Position : DA-Faculty		Maintenance control number	:	
Please check and specify the nature of				
☐ Vehicle Repair	☐ Vehicle Repair ☐ Carpentry & Fu			rks
☐ Welding Works	orks	☐ Heating, Ventilating, Air conditioning & Refrigeration		
☐ Machining works (lathe, shaper, drill press, etc.)	on equipment instrument	Others (specify):		
Materials/Supplies/Parts:	☐ Available		□ Not Availab	le
	Brief Description of F	Repair and Maintena	nce	
Service cleaning of A	r condition @ DA	Conference Koom	AP-1	
Filled in by PPO personnel				
Part/Supplies/Materials Required	Manpower R	Requirement	Estimated hours/days to finished	
O-detail	Filled in by	Filled in by the requesting party after the conduct of repair and maintenance		
Conducted PPO Person	11101	ice Satisfaction	OVER-A	LL RATING
(Name & Sign	ature)	Not Satisfied	☐ 1 Poor	☐ 2 Fair
FFO OIII	2. 8	Slightly Satisfied	☐ 3 Good	☐ 4 Very Good
Checked &	3. N	Moderately Satisfied	☐ 5 Excellent	
Verified by: PPO Hea		/ery Satisfied	Comments & Suggestion	
(Name & Sign	ature)	Extremely Satisfied		
	Nam	e and Signature		

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.