



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

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

## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATIO	N							
Filled in by requesting party	illed in by requesting party		1	Filled in by PPO				
Date filed	9/27/2023		1	Date received	:			
	100		١.	D				
Building/Department	: Warner - 100			Received by		Name & Signature		
Location	: Beside IGP Dorm			Designation/Position				
Location	MARIA TERESA A. CRU	7			. —			
Requesting party	:			Request Reference Number				
Designation/Position	the second secon		L					
Contact no./Email	: Ticad, IAO							
Please check and specify the nature of service request								
			Ter	at inetallation/s		ENGENITA DE ANTE ANTENNE DE LA CONTRACTOR DEL CONTRACTOR DE LA CONTRACTOR		
microphones)	no No							
Setup Location:	VVIII Lights? Yes No			No of test:				
Date & Time Needed:			T	ent size:	_			
					furni	iture metal works and other		
Land preparation, plowing & harrowing								
Location/Area co	overed:							
Estimated passing trip:			insi	tallation not considered as	s repa	air and maintenance)		
Site development backfilling			Machining works (lathe, shaper, drill press & etc.)					
Location:			Lar	ndscaping (Design and Ins	stalla	tion)		
Hauling (Construction materials, office equipment & etc.)			Location/Area covered:					
			Other/s (Specify):					
Plans, Layouts and Estimates ( <i>Drafting, floor</i>								
				***				
and the likes)	Setup Location:							
	Name & Signature gnation/Position : Head, IAS act no./Email :  ase check and specify the nature of service request  Audio System(amplifier, speakers and microphones) With Lights? Yes. No. Setup Location: No. of tent: Tent size: Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance) Installation not considered as repair and maintenance)  Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.) Location: Landscaping (Design and Installation) Hauling (Construction materials, office equipment & etc.) Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimates (brafting, floor plan/s, material & cost estimates, site inspection and the likes)  Brief Description of Service Request  Drilling services for cement wall    Filled in by Requesting Party   Service Satisfied   1. Poor   2. Fair   4. Very Satisfied   3. Good   4. Very Satisfied   5. Extremely Satisfied   5. Excellent   5. Extremely Satisfied   5. Excellent							
ACCOMPLISHMENT								
Filled in by PPO Personnel		F	-illed i	n by Requesting Party				
One division by			S	ervice Satisfaction		OVER ALL RATING		
Conducted by : F								
D. J. O. Time	(Name and Signature)			CASAC SALAR EST MANAGEM DESIGNATION OF				
Date & Time Started				0 ,				
Date & Time					_			
Finished						5. Excellent		
А,						Comments & Suggestion		
Checked . ——	PPO Head/Director							
&verified				Name &Signature				
Notes:				Angele Carrier				
				Designation/Position				
				<u> </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.

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