



## 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			Filled in by PPO		
Date filed	November 6, 2023		Date received		
Building/Department	ECO-FARMI DEMO FAI	RM	Received by	Name & Signature	
1	VSU		Designation/Position		
Location	REYNANTE GM G	-1	Designation/Position		
Requesting party : MACAPANAS Name & Signature			Request Reference Number		
Designation/Position	SRA				
Contact no./Email					
	y the nature of service request				
Audio System (an microphones)	nplifier, speakers and	T	ent installation/s		
With Lights? Yes No			Setup Location:		
Setup Location: Date & Time Needed:			No. of tent:		
1.000 (Sept. 9 (100) (Sept. 120)	ion (hrs):	F	Fabrication/s (new cabinets, furniture, metal works and other		
Land preparation, plowing & harrowing fabrications not considered as repair and maintenance					
Location/Area covered:			Installation/s (tarpaulin, signage, new lock & knobs & other		
Estimated passing trip:			installation not considered as repair and maintenance)		
Site development, levelling, scrapping & backfilling			Machining works (lathe, shaper, drill press & etc.)		
Location:			Landscaping (Design and Installation)		
Hauling (Construction equipment & etc.)	tion materials, office	L	ocation/Area covered:		
	pt. To: Demo Farm		ther/s (Specify):		
plan/s, material &	d Estimates (Drafting, floor cost estimate, site inspection		3		
and the likes)	Brief Descri	ption of	Service Request		
Havillan of Co	F 50 200 FF 1 50 100 FF	:: (=		m on Nov. 12, 2022	
Hauling of Co	w Manure from Animal sci	ence De	epartment to Demo Far	m on Nov. 13, 2023.	
ACCOMPLICIMENT			STATE OF THE STATE		
ACCOMPLISHMENT Filled in by PPO Personnel		Fille	d in by Requesting Party		
Conducted by :	PO Maintenance Personnel		Service Satisfaction	OVER ALL RATING	
	(Name and Signature)		Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time		101111	<ol><li>Slightly Satisfied</li></ol>	☐ 4. Very	
Started .			<ol> <li>Moderately Satisfied</li> <li>Very Satisfied</li> </ol>	☐ 3. Good Good	
Date & Time Finished			,	☐ 5. Excellent	
paradicisation Section				Comments & Suggestion	
Checked	DDO Her Waller				
&verified :	PPO Head/Director (Name and Signature)		Name &Signature	-	
Notes:			acigilatare		
110103.		Designation/Position			
			Donghadolin Osldon		

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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