



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

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

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed :	March 25, 2024	Date received	1	
Building/Department :	Department of Agronomy	Received by	Name & Signature	
Location :	Administrative Office	Designation/Position	:	
Requesting party	DIONESIO M. BAÑOC	Request Reference Number	:	
Designation/Position :	Name & Signature Head, DA			
Contact no./Email :				
Please check and specify the nature of work requested:				
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works				
☐ Welding Works	☐ Plumbing Wo	Heating Ventilating Air		
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Door replacement.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance				
· · · · · · · · · · · · · · · · · · ·	Manpower Required:	Estimated of repair:	Estimated hours/days of repair:	
☐ Available	□ Available	Schedule	of repair:	
☐ Not Available	☐ Not Available			
Conducted: PPO Maintenance Personnel/Name & Sign		Confirmed:	Name and Signature	
	Designation/Position	***************************************	Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel Filled in by Requesting Party				
Conducted by PP	O Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very ☐ 3. Good ☐ Good	
Date & Time	-2	□ 3. Moderately Satisfied□ 4. Very Satisfied□ 5. Extremely Satisfied	☐ 5. Excellent	
- Intorica	3	D 5. Extremely Satisfied	Comments & Suggestion	
Checked				
&verified :	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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