



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	: May 27, 2024	Date received	:	
Building/Department	: Department of Agronomy	Received by	Name & Signature	
Location	: Department of Agronomy	Designation/Position	:	
Requesting party	LUZGASIO	Request Reference	:	
	Name & Signature	Number		
Designation/Position	: Head, DA			
Contact no./Email				
Contact No./Email .				
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry & F	Furniture Works		
☐ Welding Works	☐ Plumbing Wo	conditioning & Reingeration		
☐ 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				
Check electrical outlets in the department (rooms, offices).				
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				
Materials/Parts	Manpower Required:	Estimated hours/days		
☐ Available	☐ Available	or repair.	Schedule of repair:	
☐ Not Available	□ Not Available	Scriedule	or repair.	
Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign		-	Name and Signature	
	Designation/Position		Designation/Position	
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				
Pilled III by PPO Personner		Pilled III by Nequesting Party		
Conducted		Service Satisfaction	OVER ALL RATING	
by Pl	PO Maintenance Personnel	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	(Name and Signature)	2. Slightly Satisfied	□ 4 Verv	
Started		☐ 3. Moderately Satisfied	☐ 3. Good Good	
Date & Time		☐ 4. Very Satisfied	☐ 5. Excellent	
Finished .		☐ 5. Extremely Satisfied	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
			Comments & Suggestion	
Checked . ——	PPO Head/Director			
&verified .	(Name and Signature)	Name &Signature		
Notes:				
		Designation/Position		
	-			

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

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

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