



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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

REPAIR AND MAINTENANCE REQUEST

D 1 61 1	Filled in by requesting party				
Date filed :		. 6, 2022	Date received	1	
Building/Facility/ House No/ Apartment No./ Department	Eco	-FARMI	Received by		Name & Signature
Location :	VSU, Visca	a, Baybay Leyte	Designation/ Position	:	
Requesting party :		B BALDOS & Signature	Maintenance control number	:	
Designation/ Position		ECH 11			
Places shock and appe	if the nature of work	requested		10113	
Please check and speci	ny the hature of work				Floatical Made
☐ Vehicle Repair		☐ Carpentry & F	Furniture Works		Electrical Works
☐ Welding Works	Welding Works				Heating, Ventilating, Air conditioning & Refrigeration
			on equipment instrument		Others (specify):
Materials/Supplies/	Parts:] Available			Not Available
	_	_ Available			
Brief Description of Repair and Maintenance					
Installation of G.I Pipe for Grasscutter.					
	V				
Filled in by PPO pers	sonnel				
Filled in by PPO personal Part/Supplies/Mater		Manpower F	Requirement		Estimated hours/days to finished
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Part/Supplies/Mater	rials Required	Filled in by	the requesting party after	er the	conduct of repair and maintenance
The state of the s	PPO Personne	Filled in by	the requesting party after ice Satisfaction		conduct of repair and maintenance OVER-ALL RATING
Part/Supplies/Mater	rials Required	Filled in by	the requesting party after		conduct of repair and maintenance
Part/Supplies/Mater	PPO Personne	Filled in by	the requesting party after ice Satisfaction Not Satisfied	0	conduct of repair and maintenance OVER-ALL RATING
Part/Supplies/Mater	PPO Personne	Filled in by Serv re)	the requesting party after ice Satisfaction Not Satisfied		conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Unit	PPO Personne	Filled in by Serv 1 2 3	the requesting party after ice Satisfaction Not Satisfied Slightly Satisfied Moderately		conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Unit Checked &	PPO Personne (Name & Signatur	Filled in by Serv re)	the requesting party after ice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied Extremely		conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Unit Checked &	PPO Personnel (Name & Signatus	Filled in by Serv re)	the requesting party after ice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied		conduct of repair and maintenance OVER-ALL RATING 1 Poor
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Vision: Mission: