



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party

Date filed	:	Sept. 6, 2022
Building/Facility/ House No/ Apartment No./ Department	:	Eco-FARMI
Location	:	VSU, Visca, Baybay Leyte
Requesting party	:	ODELO B. BALDOS Name & Signature
Designation/ Position	:	XG. TECH II

Filled in by PPO

Date received	:	
Received by	:	Name & Signature
Designation/ Position	:	
Maintenance control number	:	

Please check and specify the nature of work requested

- | | | |
|---|---|---|
| <input type="checkbox"/> Vehicle Repair | <input type="checkbox"/> Carpentry & Furniture Works | <input type="checkbox"/> Electrical Works |
| <input type="checkbox"/> Welding Works | <input type="checkbox"/> Plumbing Works | <input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input checked="" type="checkbox"/> Machining works
(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation equipment
& Laboratory instrument | <input type="checkbox"/> Others (specify): |

Materials/Supplies/Parts:

☐ Available

☐ Not Available

Brief Description of Repair and Maintenance

- Installation of G.I Pipe for Grasscutter.

Filled in by PPO personnel

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by:

PPO Personnel
(Name & Signature)

PPO Unit

Checked &
Verified by:

PPO Head
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance

Service Satisfaction	OVER-ALL RATING
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input checked="" type="checkbox"/> 5. - Excellent
<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion
<input checked="" type="checkbox"/> 5. Extremely Satisfied	
ODELO B. BALDOS Name and Signature	