



**REPAIR AND MAINTENANCE REQUEST**

REQUEST INFORMATION	
<i>Filled in by requesting party</i>	
Date filed	Aug. 12, 2025
Building/Department	Dept. of Economics
Location	Upper Campus
Requesting party	<u>LEMUEL S. PRECIADOS</u> Name & Signature
Designation/Position	Head, DoE
Contact no./Email	1024
<i>Filled in by GenSO</i>	
Date received	
Received by	Name & Signature
Designation/Position	
Request Reference Number	

Please check and specify the nature of work requested:	
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works
<input type="checkbox"/> Machining works (Lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument
<input checked="" type="checkbox"/> Electrical Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Others (specify in the brief description below)	
Brief Description of the Nature of Work Requested	
1. Proper installation of outlets and wirings in ECON classrooms particularly, ECON 234 and 235 2. Replacement of all malfunctioned lights of ECON classrooms.	

INSPECTION (Filled in by GenSO Personnel)	
Date of Inspection: _____ Time started: _____ [AM] [PM] Time ended: _____ [AM] [PM]	
<input type="checkbox"/> In-House Repair and Maintenance <input type="checkbox"/> For Outsourcing Repair and Maintenance	
Materials/Parts	Manpower Required: _____
<input type="checkbox"/> Available	<input type="checkbox"/> Available
<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available
Estimated hours/days of repair: _____ Schedule of repair: _____	
Conducted:	Confirmed:
GenSO Maintenance Personnel/Name & Sign	Name and Signature
Designation/Position	Designation/Position

ACCOMPLISHMENT	
<i>Filled in by GenSO Personnel</i>	
Conducted by	GenSO Maintenance Personnel (Name and Signature)
Date & Time Started	
Date & Time Finished	
Checked & verified	GenSO Head/Director (Name and Signature)
Notes:	
<i>Filled in by Requesting Party</i>	
Service Satisfaction	OVER ALL RATING
<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent
Comments & Suggestion	
Name & Signature	
Designation/Position	