



## REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed	: Jan 03, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: College of Nursing	Received by	
Location	: USSO Compound		Name & Signature
Requesting party	: Jodel Rey Acos - JRM	Designation/ Position	:
Designation/ Position	: Dean	Maintenance control number	:

**Note:**

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit
- Job request control number is required.

**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 type="checkbox"/> Machining works<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation<br>equipment<br>& Laboratory<br>instrument | <input checked="" type="checkbox"/> Others (specify):<br><u>leaking roof</u>    |

**Brief Description of Repair and Maintenance**

Noticeable roof leak which leads to damaged ceiling.

Materials/Supplies/Parts:

☐ Available

☐ Not Available

**Filled in by PPO personnel**

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

Inspected  
by:

PPO Maintenance

Checked  
& Verified  
by:

PPO Unit Head

Approved  
by:

PPO Director

**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.