



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

Filled	in by requesting party		Filled in by PP)	
Date filed : Nov. 4, 2022			Date received	:	
	ng/Facility/				
House	•		Received by		
Apartment No./ Department NSTP			ricocived by	Name & Signature	
			Designation/		
Location : VSU-Gym		M	Position	:	
Requesting party : Joy A. 6		Bellan	Document control number	:	
Dociar	nation/				
Position		ector			
Please check and specify the nature of service request					
Audio System (amplifier speakers and					
	nicrophones)		Tent installation/s		
	With Lights? Yes No		Setup Location: _		
	Setup Location: V9V-G4yM		No. of tent:		
	Date & Time Needed: Nov. 12/19/2	6	Tent size:	-	
	Estimated Duration (hrs): 4 hrs		Fabrication/s (new cabinets, furniture, metal works and other		
	Land preparation, plowing & harrowing	fa	brications not con	sidered as repair an	nd maintenance)
	Location/Area covered:	stallation/s (tarpaulin, signage, new lock & knobs & other			
	Estimated passing trip:	stallation not considered as repair and maintenance)			
	Site development, levelling, scrapping &				
	ackfilling		Machining works (lathe, shaper, drill press & etc.)		
	Location:	cation: Landscaping (Desi			
	Hauling (Construction materials, office equipment & etc.)	Lo	ocation/Area covered:		
	From: To:	ther/s (Specify):			
Plans, Layouts and Estimates (<i>Drafting, floor</i>					
plan/s, material & cost estimate, site inspection					
and the likes)					
Brief Description of Service Request					
		Filled in by the r	ne requesting party after the conduct of service request		
Conducte	ed	Service Satisfaction		OVER-ALL RATING	
by:	PPO Personnel	T 4 Net C	- 4: - 6:l		
	(Name & Signature)	1. Not S	Satisfied	☐ 1 Poor	☐ 2 Fair
PPO Unit		2. Slight	tly Satisfied	☐ 3 Good	4 Very Good
		-			voly 000d
01 .		3. Mode	rately Satisfied	☐ 5 Excellent	1
Checked		☐ 4. Very	Satisfied	Comments & Suggestion	
Verified b	PPO Head/Director		mely Satisfied		
	(Name & Signature)		,		
		Name and Signature			
			3.70.0		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation.

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

Page 1 of 1

FM-PPO-15

v3 02-28-2022