



## 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	0		
Date filed	: Dec- 1, 20	n	Date received	:		
Building/Fa House No/ Apartment Departmer	No./		Received by	Nam	e & Signature	
Location : VSV Cturn			Designation/ Position	:		
Requesting		Bellen	Document control number	;		
Designation Position	" NSTP Dir	ector				
Please che	eck and specify the nature of service i	request				
	io System (amplifier, speakers and		Tent installation/s			
W Se Da	rophones) ith Lights? Yes No etup Location:	<u>an-5pm</u> )	Setup Location: No. of tent: Tent size:			
Land preparation, plowing & harrowing fabrications not considered as re						
Loc	cation/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other					
1	timated passing trip:		installation not con-	sidered as repair and	d maintenance)	
Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.)						
Lo	cation:		Landscaping (Design and Installation)			
equi	ling (Construction materials, office pment & etc.)			ocation/Area covered:		
Plan	om: To: is, Layouts and Estimates ( <i>Drafting, fi</i> s, material & cost estimate, site inspet the likes)		Other/s (Specify) :_			
	Brief	Description (	of Service Request			
Soun	d System Operator NSTP Class				the .	
		Filled in by th	he requesting party after	er the conduct of servic	e request	
Conducted			e Satisfaction	1	LL RATING	
Conducted by:	PPO Personnel (Name & Signature)		ot Satisfied	□ 1 Poor	2 Fair	
PPO Unit		2. Sli	ightly Satisfied	☐ 3 Good	4 Very Good	
		□ 3. Mo	oderately Satisfied	☐ 5 Excellent	4	
Checked &		☐ 4. Ve	ery Satisfied		& Suggestion	
Verified by:	PPO Head/Director (Name & Signature)		tremely Satisfied			
	(Marile & Olgitature)	-				
		Name and Signature				

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.