



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

Filled in by requesting party

Date filed

5/6/24

Building/Department

NSTP

Location

Lower Campus

Requesting party

Danilo P. Linga

Name &amp; Signature

Designation/Position

NSTP Director

Contact no./Email

Filled in by PPO

Date received

Received by

Name &amp; Signature

Designation/Position

 Request Reference  
Number

Please check and specify the nature of service request



Audio System (amplifier, speakers and microphones)

With Lights? Yes. \_\_\_ No. \_\_\_

Setup Location: VSU Gym and Lower Oval

Date &amp; Time Needed: May 11, 18, 27

Estimated Duration (hrs): 5 hrs



Land preparation, plowing &amp; harrowing

Location/Area covered:

Estimated passing trip:



Site development, levelling, scrapping &amp; backfilling

Location:



Hauling (Construction materials, office equipment &amp; etc.)

From: To:



Plans, Layouts and Estimates (Drafting, floor plan/s, material &amp; cost estimate, site inspection and the likes)



Tent installation/s

Setup Location:

No. of tent:

Tent size:



Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)



Installation/s (tarpaulin, signage, new lock &amp; knobs &amp; other installation not considered as repair and maintenance)



Machining works (lathe, shaper, drill press &amp; etc.)



Landscaping (Design and Installation)

Location/Area covered:



Other/s (Specify):

### Brief Description of Service Request

Sound system needed for NSTP Class (ROTC and CWTS).

### ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by

 PPO Maintenance Personnel  
(Name and Signature)

 Date & Time  
Started

 Date & Time  
Finished

 Checked  
& verified

 PPO Head/Director  
(Name and Signature)

Notes:

Filled in by Requesting Party

#### Service Satisfaction

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

#### OVER ALL RATING

- ☐ 1. Poor      ☐ 2. Fair  
☐ 3. Good      ☐ 4. Very Good  
☐ 5. Excellent

#### Comments & Suggestion

Name &amp; Signature

Designation/Position