



## PHYSICAL PLANT SERVICE REQUEST FORM

| Filled in by requesting party                                   |                   |
|---|-------------------|
| Date filed  | : June 22, 2022   |
| Building/Facility/<br>House No/<br>Apartment No./<br>Department | : NCRC-V          |
| Location  | :                 |
| Requesting party  | : CRISLIN B. CRUZ |
| Designation/<br>Position  | : Instructor I    |

| Filled in by PPO           |                    |
|----------------------------|--------------------|
| Date received              | :                  |
| Received by                | : Name & Signature |
| Designation/<br>Position   | :                  |
| Document<br>control number | :                  |

### Please check and specify the nature of service request

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Audio System (amplifier, speakers and microphones)<br>With Lights? Yes. ___ No. ___<br>Setup Location: <u>RDE Hall, OVPREI</u><br>Date & Time Needed: <u>July 2, 2022 / 4 - 8 pm</u><br>Estimated Duration (hrs): <u>4</u> | <input type="checkbox"/> Tent installation/s<br>Setup Location: _____<br>No. of tent: _____<br>Tent size: _____                               |
| <input type="checkbox"/> Land preparation, plowing & harrowing<br>Location/Area covered: _____<br>Estimated passing trip: _____  | <input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) |
| <input type="checkbox"/> Site development, levelling, scrapping & backfilling<br>Location: _____   | <input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)  |
| <input type="checkbox"/> Hauling (Construction materials, office equipment & etc.)<br>From: _____ To: _____  | <input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)  |
| <input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)  | <input type="checkbox"/> Landscaping (Design and Installation)<br>Location/Area covered: _____  |
|  | <input type="checkbox"/> Other/s (Specify) : _____  |

### Brief Description of Service Request

Wedding ceremony/reception

Conducted by: \_\_\_\_\_  
 PPO Personnel  
 (Name & Signature)

PPO Unit: \_\_\_\_\_

Checked & Verified by: **MARIO LILIO VALENZONA**  
 PPO Head/Director  
 (Name & Signature)

| Filled in by the requesting party after the conduct of service request   |  |
|--|--|
| Service Satisfaction   | OVER-ALL RATING  |
| <input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied | <input type="checkbox"/> 1. - Poor<br><input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good<br><input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent |
|  | <b>Comments &amp; Suggestion</b>   |
| <b>Name and Signature</b>  |  |