



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	
Date filed	April 01, 2022
Building/Facility/ House No/ Apartment No./ Department	Institute of Human Kinetics
Location	IHK
Requesting party	CHARIS B. LIMBO
Designation/Position	Director, IHK

Filled in by PPO	
Date received	
Received by	Name & Signature
Designation/ Position	
Document control number	

Please check and specify the nature of service request	
<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. <input type="checkbox"/> No. <input type="checkbox"/> Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs.): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ 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 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.) 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) Location/Area covered: _____
	<input checked="" type="checkbox"/> Other/s (Specify) : <u>Framing of Signages with stand</u>

Brief Description of Service Request
- Framing of Signages with stand
(to be used In preparation of the coming Limited Face to Face (F2F) for students)

Conducted by:

PPO Personnel
(Name & Signature)

PPO Unit

Checked &
Verified by:

PPO Head/Director
(Name & Signature)

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