



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

REQUEST INFORMATION			Waster Carlo		
Filled in by requesting party			Filled in by PPO		
Date filed :	Aug. 30, 2023		Date received		
Building/Department :	NSTP		Received by	Name & Signature	
Location :			Designation/Position	:	
Requesting party :	equesting party : Voy A. Bellen Name & Signature		Request Reference Number	;	
Designation/Position :	NSTP Director				
Contact no./Email :					
Please check and specify	the nature of service request				
Audio System (amp microphones)	lifier, speakers and	□ Те	ent installation/s		
			Setup Location:		
With Lights? Yes No Setup Location: VSU - Gym			No. of tent:		
Date & Time Needed: Sept. 2,9/16,23, 30			Tent size:		
Estimated Duration (hrs): 5 hrs			Fabrication/s (new cabinets, furniture, metal works and other		
Land preparation, plowing & harrowing			fabrications not considered as repair and maintenance)		
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs &				nage, new lock & knobs & other	
Estimated passing trip:			installation not considered as repair and maintenance)		
Site development, le backfilling	Site development, levelling, scrapping & backfilling		Machining works (lathe, shaper, drill press & etc.)		
Location:			Landscaping (Design and Installation)		
Hauling (Construction materials, office equipment & etc.)		Location/Area covered:			
From: To:		Other/s (Specify):			
Plans, Layouts and Estimates (Drafting, floor					
plan/s, material & cost estimate, site inspection and the likes)					
Brief Description of Service Request					
For NSTP Class (cuts and ROTC) on Common Module.					
ACCOMPLISHMENT					
Filled in by PPO Personnel Filled in by Requesting Party					
Conducted by			Service Satisfaction	OVER ALL RATING	
Conducted by : PP	O Maintenance Personnel		etran succession and the second		
	(Name and Signature)	<u> </u>		☐ 1. Poor ☐ 2. Fair	
Date & Time .		□ 2	9 ,	☐ 4. Very	
Started		□ 3		☐ 3. Good Good	
Date & Time		4		☐ 5. Excellent	
Finished		□ 5	. Extremely Satisfied		
		-		Comments & Suggestion	
Checked	PPO Head/Director				
&verified .	(Name and Signature)		Name &Signature		
Notes:			9		
110103.	-				
			Designation/Position		

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.