



## PHYSICAL PLANT SERVICE REQUEST FORM

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : Aug. 30, 2023

Building/Department : NSTP

Location : \_\_\_\_\_

Requesting party : Joy A. Bellen  
Name & Signature

Designation/Position : NSTP Director

Contact no./Email : \_\_\_\_\_

*Filled in by PPO*

Date received : \_\_\_\_\_

Received by : \_\_\_\_\_

Name & Signature

Designation/Position : \_\_\_\_\_

Request Reference  
Number : \_\_\_\_\_

*Please check and specify the nature of service request*

☒ Audio System (amplifier, speakers and microphones)  
With Lights? Yes. Yes No. No  
Setup Location: VSU - Gym  
Date & Time Needed: Sept. 29/10/23, 30  
Estimated Duration (hrs): 5 hrs

☐ Land preparation, plowing & harrowing  
Location/Area covered: \_\_\_\_\_  
Estimated passing trip: \_\_\_\_\_

☐ Site development, levelling, scrapping & backfilling  
Location: \_\_\_\_\_

☐ Hauling (Construction materials, office equipment & etc.)

From: \_\_\_\_\_ To: \_\_\_\_\_

☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & 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 & knobs & other installation not considered as repair and maintenance)

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

☐ Landscaping (Design and Installation)

Location/Area covered: \_\_\_\_\_

☐ Other/s (Specify) : \_\_\_\_\_

### Brief Description of Service Request

For NSTP Class (cuts and Pore) on Common Module.

### 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 & Signature

Designation/Position