



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

		ERVICE REQUEST TO	
REQUEST INFORMATION	V		
Filled in by requesting party		Filled in by PPO	
Date filed :	February 17, 2023	Date received	
Building/Department	Advanced Research and	Received by	
Building/Department :	Innovation Center	Received by	Name & Cinnetina
			Name & Signature
Location :	Visayas State University	Designation/Position	
	malneta		
Daniel de la contraction de la	MA. THERESA P. LORETO	Request Reference	
Requesting party	Name & Signature	Number —	
	Director, ARI Center		
Contact no./Email	mtploreto@vsu.edu.ph		
Please check and specify the nature of service request			
	plifier, speakers and	-	
microphones)	pillot, op caller o alle	Tent installation/s	
With Lights? Yes	s. No.	Setup Location:	
Setup Location: No. of tent:			
Date & Time Nee	eded:	Tent size:	
Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and other			
fabrication and a maintain and an intermedial			
Land preparation, plowing & harrowing			
Location/Area covered: Installation/s (tarpaulin, signage, new lock & knobs & other			
Estimated passing trip: installation not considered as repair and maintenance)			
	levelling, scrapping &		
backfilling	lovoling, sorapping a	Machining works (lathe, sha	aper, drill press & etc.)
Location: Landscaping (Design and Installation)			nstallation)
Hauling (Construction materials, office Location/Area covered:			
equipment & etc.)			
From: To: Other/s (Specify) :			
Plans, Layouts and Estimates (<i>Drafting, floor</i>			
plan/s, material & cost estimate, site inspection			
and the likes)			
Brief Description of Service Request			
To fabricate and install steel cover at the 2 nd floor fire escape.			
To fabricate and install st	eel cover at the 2 nd floor fire esca	pe.	
ACCOMPLISHMENT			
Filled in by PPO Personnel Filled in by Requesting Party			
Conducted by		Service Satisfaction	OVER ALL RATING
Conducted by : Pl	PO Maintenance Personnel		
	(Name and Signature)	1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time		☐ 2. Slightly Satisfied	□ 4. Very
Started :		☐ 3. Moderately Satisfied	☐ 3. Good Good
Date & Time		☐ 4. Very Satisfied	☐ 5. Excellent
Finished		☐ 5. Extremely Satisfied	
4.5			Comments & Suggestion
			Tommer of Caggoonon
Checked . ———	PPO Head/Director		
&verified ·	(Name and Signature)	Name &Signature	
N. de la constant de	(i.ta.no and eignaturo)	Tame delignature	
Notes:			
	,	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.

Page 1 of 1 FM-PPO-15 V01 01-20-2023