



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	: October 17, 2023	Date received		
Building/Department	Advanced Research and Innovation Center	Received by	Name & Signature	
Location	: 2 nd floor Lecture Hall	Designation/Position		
Requesting party	MA. THERESA P. LORETO Name & Signature	Request Reference Number		
Designation/Position	: Director, ARI Center			
Contact no./Email	: mtploreto@vsu.edu.ph			
Please check and specify the nature of work requested:				
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			N 1 433333	
☐ Welding Works	☐ Plumbing Wor	conditioning & Reingeration		
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Check-up and Repair - Aircon 2 nd Floor Lecture Room				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance Estimated hours/days				
	Manpower Required:	of repair:		
☐ Available ☐ Not Available	□ Available □ Not Available	Schedule o	repair:	
Conducted: PPO Maintenance Personnel/Name & Sign Designation/Position Confirmed: Name and Signature Designation/Position				
ACCOMPLICUMENT				
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				
Conducted	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started Date & Time	(Name and Signature)	□ 1. Not Satisfied □ 2. Slightly Satisfied □ 3. Moderately Satisfied □ 4. Very Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very ☐ Good ☐ 5. Excellent	
Finished		☐ 5. Extremely Satisfied	Comments & Suggestion	
Checked &verified	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.