

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

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPC	
	y 9, 2022	Date received	t
Building/Facility/ House No/ Apartment No./ Department	FARMI	Received by	Name & Signature
Location : Eco-FAI	RMI Office	Designation/ Position	2
	RTO P. EVIESO	Maintenance control number	:
Position	ector	-	
Note: i. Three (3) copies: (1) for r ii. One (1) job request in evo iii. Job request control numb	ery of PPO unit er is required.	or PPO unit Head & (1) for maintenance team
Please check and specify the nature of v	ork requested		
✓ Vehicle Repair	☐ Carpen Works	try & Furniture	☐ Electrical Works
☐ Welding Works	☐ Plumbing Works		Heating, Ventilating, Air conditioning & Refrigeration
Machining works equipme		nentation	Others (specify):
Brief De	escription of Re	pair and Mainte	nance
Electrical work; wiring of the	Ford Ranger.		
Electrical work; wiring of the Materials/Supplies/Parts:	Ford Ranger.		☐ Not Available
			□ Not Available
Materials/Supplies/Parts:	☐ Available	Requirement	□ Not Available Estimated hours/days to finished
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	☐ Available		Estimated hours/days to
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	☐ Available		Estimated hours/days to
Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	Manpower Checked & Verified		Estimated hours/days to

Vision:

A globally competitive university for science, technology, and environmental

and innovative technologies for sustainable communities and environment.

Mission:

conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge

Page 1 of 1 FM-PPO-09 v2 01-15-2021