



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					
Date filed :	October 17, 2024	Date received	Date received :		
Building/Department :	ISRDS	Received by	Received by Name & Signature		
Location :	ISRDS	Designation/F	Designation/Position :		
Requesting party	LILIAN B. NUÑEZ	Request Refe	Request Reference :		
Designation/Position :	Name & Signature Director				
Contact no./Email					
Please check and specify the nature of work requested:					
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works					
☐ Welding Works	Plumbing Works	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					
Repair and replacement of the broken tiles at the ISRDS classroom.					
INSPECTION (Filled in by PPO Personnel)					
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]					
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance					
	Manpower Required:		Estimated hours/days		
☐ Available	☐ Available				
☐ Not Available	□ Not Available			*	
Conducted: Confirmed:					
PPO Maintenance Personnel/Name & Sign				Name and Signature	
Designation/Position			Designation/Position		
ACCOMPLISHMENT					
Filled in by PPO Personnel Filled in by Requesting Party					
Conducted	O Maintananca Danasari	Service Sati	sfaction	OVER ALL RATING	
by PPC	O Maintenance Personnel (Name and Signature)	☐ 1. Not Satis	sfied	☐ 1. Poor ☐ 2. Fair	
Date & Time Started		☐ 2. Slightly S		3. Good 4. Very	
Date & Time		☐ 4. Very Sat		☐ 5. Excellent	
		O. Extreme	iy Gallaneu	Comments & Suggestion	
Checked			P		
&verified :	PPO Head/Director (Name and Signature)	Name &Sig	Name &Signature		
Notes:		Designation/	Position		
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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.

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