



## 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

Date filed : March 18, 2022  Building/Facility/ House No/ Apartment No./ Department  Location : IHK  Requesting party : EDILBERTO A. ARTIGA, JR. II Name & Signature  Designation/ Position : In-charge, Univ. Sports Facilities  Please check and specify the nature of work requested  Vehicle Repair   Carpentry & Furniture Works   Electrical Works  Welding Works   Plumbing Works   Heating, Ventilating, Air conditioning & Refrigeration   Others (specify):  Materials/Supplies/Parts:   Available   Not Available
Designation   Carpentry & Furniture Works   Electrical Works   Heating, Ventilating, Air conditioning works (lathe, shaper, drill press, etc.)   Designation   Position   Designation   Position   Maintenance control number   Maintenance control number   Maintenance control number   Designation   Designation   Maintenance control number   Designation   Designation   Maintenance control number   Designation   Desig
Control number   Cont
Please check and specify the nature of work requested  Vehicle Repair  Welding Works  Plumbing Works  Instrumentation equipment (lathe, shaper, drill press, etc.)  Electrical Works  Heating, Ventilating, Air conditioning & Refrigeration  Others (specify):
□ Vehicle Repair       □ Carpentry & Furniture Works       □ Electrical Works         □ Welding Works       □ Plumbing Works       □ Heating, Ventilating, Air conditioning & Refrigeration         □ Machining works (lathe, shaper, drill press, etc.)       □ Instrumentation equipment & Laboratory instrument       □ Others (specify):
□ Vehicle Repair       □ Carpentry & Furniture Works       □ Electrical Works         □ Welding Works       □ Plumbing Works       □ Heating, Ventilating, Air conditioning & Refrigeration         □ Machining works (lathe, shaper, drill press, etc.)       □ Instrumentation equipment & Laboratory instrument       □ Others (specify):
<ul> <li>□ Welding Works</li> <li>□ Machining works (lathe, shaper, drill press, etc.)</li> <li>□ Plumbing Works conditioning &amp; Refrigeration</li> <li>□ Instrumentation equipment &amp; Laboratory instrument</li> <li>□ Conditioning &amp; Refrigeration</li> <li>□ Others (specify):</li> </ul>
☐ Machining works ☐ Instrumentation equipment (lathe, shaper, drill press, etc.) ☐ Laboratory instrument ☐ Conditioning & Refrigeration ☐ Conditioning & Conditioning & Conditioning & Conditioning & Conditioning & Con
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument  (lathe, shaper, drill press, etc.) ☐ Others (specify):
Materials/Supplies/Parts: Available Not Available
Brief Description of Repair and Maintenance
Checking and Repair of Gym Side lightings and other lights     Checking the Sound System in the Gym
(In preparation of the coming Welcoming of the Limited Face to Face (F2F) for students program to be held at the University Gymnasium on Monday, March 21, 2022 event)
Filled in by PPO personnel
Part/Supplies/Materials Required Manpower Requirement Estimated hours/days to finished
Ellad in by the requesting party after the conduct of repair and maintenance
Conducted PPO Personnel Service Satisfaction OVER-ALL RATING
by: (Name & Signature)
PPO Unit
2. Slightly Satisfied 3 Good 4 Very Goo
Checked & Satisfied 5 Excellent Comments & Suggestion
Verified by:     PPO Head     □     4. Very Satisfied     Comments & Suggestion       (Name & Signature)     □     5. Extremely Satisfied
Name and Signature

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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