VISAYAS STATE UNIVERSITY

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	
Date filed :	October 21, 2022	Date received :	
Building/Facility/ House No/ Apartment No./ Department :	Department Head Office Department of Agronomy	Received by	
			Name & Signature
Location :	VSU, Upper Campus	Designation/ Position :	
Requesting party :	Ruth O. Escasinas	Maintenance control number :	
	Name & Signature		
Designation/ Position :	Department Head		

Please check and specify the nature of work requested

- ☐ Vehicle Repair
- ☐ Welding Works
- ☐ Machining works *(lathe, shaper, drill press, etc.)*
- ☐ Carpentry & Furniture Works
- ☐ Plumbing Works
- ☐ Instrumentation equipment & Laboratory instrument
- ☐ Electrical Works
- ☑ Heating, Ventilating, Air conditioning & Refrigeration
- ☐ Others (specify):

Materials/Supplies/Parts: ☐ Available ☐ Not Available

Brief Description of Repair and Maintenance

1. The air-conditioner not functional and exhaust fan of Department head CR.

Filled in by PPO personnel

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by: _____
PPO Personnel
(Name & Signature)

PPO Unit _____

Checked & Verified by: _____
PPO Head
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance

Service Satisfaction	OVER-ALL RATING
☐ 1. Not Satisfied	☐ 1. - Poor ☐ 2. - Fair
☐ 2. Slightly Satisfied	☐ 3. - Good ☐ 4. - Very Good
☐ 3. Moderately Satisfied	☐ 5. - Excellent
☐ 4. Very Satisfied	**Comments & Suggestion**
☐ 5. Extremely Satisfied	
Name and Signature	

Vision: A globally competitive university for science, technology, and environmental conservation.

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

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