



## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
<i>Filled in by requesting party</i>	<i>Filled in by PPO</i>
Date filed : May 22, 2023	Date received : _____
Building/Department : ECO-FARMI DEMO FARM	Received by : _____
Location : VSU	Designation/Position : _____
Requesting party : REYNANTE G. MACAPANAS	Request Reference Number : _____
Designation/Position : SRA	
Contact no./Email : _____	

*Please check and specify the nature of service request*

- |  |   |
|--|---|
| <input type="checkbox"/> Audio System ( <i>amplifier, speakers and microphones</i> )<br>With Lights? Yes. ____ No. ____<br>Setup Location: _____<br>Date & Time Needed: _____<br>Estimated Duration (hrs): _____ | <input type="checkbox"/> Tent installation/s<br>Setup Location: _____<br>No. of tent: _____<br>Tent size: _____   |
| <input type="checkbox"/> Land preparation, plowing & harrowing<br>Location/Area covered: _____<br>Estimated passing trip: _____  | <input type="checkbox"/> Fabrication/s ( <i>new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance</i> )        |
| <input type="checkbox"/> Site development, levelling, scrapping & backfilling<br>Location: _____   | <input type="checkbox"/> Installation/s ( <i>tarpaulin, signage, new lock &amp; knobs &amp; other installation not considered as repair and maintenance</i> ) |
| <input checked="" type="checkbox"/> Hauling ( <i>Construction materials, office equipment &amp; etc.</i> )<br>From: <b>AnSci</b> To: <b>Eco-FARMI Demo Farm</b>  | <input type="checkbox"/> Machining works ( <i>lathe, shaper, drill press &amp; etc.</i> )   |
| <input type="checkbox"/> Plans, Layouts and Estimates ( <i>Drafting, floor plan/s, material &amp; cost estimate, site inspection and the likes</i> )   | <input type="checkbox"/> Landscaping ( <i>Design and Installation</i> )<br>Location/Area covered: _____   |
|  | <input type="checkbox"/> Other/s ( <i>Specify</i> ) : _____   |

**Brief Description of Service Request**

- Hauling of Cow Manure from Animal Science to Eco-FARMI Demo Farm**

ACCOMPLISHMENT											
<i>Filled in by PPO Personnel</i>	<i>Filled in by Requesting Party</i>										
Conducted by : PPO Maintenance Personnel (Name and Signature)	<table border="1"> <thead> <tr> <th>Service Satisfaction</th> <th>OVER ALL RATING</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> 1. Not Satisfied  <input type="checkbox"/> 2. Slightly Satisfied  <input type="checkbox"/> 3. Moderately Satisfied  <input type="checkbox"/> 4. Very Satisfied  <input type="checkbox"/> 5. Extremely Satisfied               </td> <td> <input type="checkbox"/> 1. Poor      <input type="checkbox"/> 2. Fair  <input type="checkbox"/> 3. Good      <input type="checkbox"/> 4. Very Good  <input type="checkbox"/> 5. Excellent               </td> </tr> <tr> <td colspan="2"><b>Comments &amp; Suggestion</b></td> </tr> <tr> <td colspan="2">Name &amp; Signature</td> </tr> <tr> <td colspan="2">Designation/Position</td> </tr> </tbody> </table>	Service Satisfaction	OVER ALL RATING	<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent	<b>Comments &amp; Suggestion</b>		Name & Signature		Designation/Position	
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Date & Time Finished : _____											
Checked & verified : PPO Head/Director (Name and Signature)											
Notes:											