



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

Filled in by requesti	ng party			Filled in by PPC)	
Date filed : September 20, 2			22	Date received	:	
Building/Facility/ House No/ Apartment No./ Department		OOM 202, 20 nent of Agror		Received by	Name	& Signature
Location	: VSU, Uppe			Designation/ Position	:	
Requesting party		Ruth O. Escasin		Maintenance control number	:	
Designation/ Position	: Department	Head				
Please check and spe	cify the nature of w	ork requested				
□ Vehicle Repair □ C □ Welding Works □ P □ Machining works □ Ir			Carpentry & Furniture Works Plumbing Works Instrumentation equipment Laboratory instrument		Electrical Works Heating, Ventilating, Air conditioning & Refrigeration Others (specify):	
Materials/Supplies/Parts:						
Brief Description of Repair and Maintenance						
1. H	ghts and Ceiling	fan are not fu	netional.		fur orbit fan a	DA 202, 203.
Filled in by PPO per	rsonnel			THE RESERVE OF THE PARTY OF THE		
Part/Supplies/Materials Required		М	Manpower Requirement		Estimated hours/days to finished	
			Filled in by t	the requesting party after	er the conduct of repair a	and maintenance
Conducted PPO Persor		nel .	Service Satisfaction		OVER-ALL RATING	
by:	(Name & Signature)			-1.0-1:-51		
PPO Unit			□ 1. N	ot Satisfied	☐ 1 Poor	☐ 2 Fair
			☐ 2. SI	lightly Satisfied	☐ 3 Good	4 Very Good
Checked &			□ 3. M	oderately Satisfied	☐ 5 Excellent	-
Verified by:	PPO Head			ery Satisfied	Comments & Suggestion	
	(Name & Signa	(Name & Signature)		xtremely Satisfied		
			Name	e and Signature		
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Vision:

A globally competitive university for science, technology, and environmental

conservation.

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

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