



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

Date filed : May 16, 2024

Building/Department : Dept. of Economics

Location : Upper Campus

Requesting party : ZYRA MAY H. CENTINO

Name & Signature

Designation/Position : Faculty

Contact no./Email : 1024 (VOIP)

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference :

Number

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

☐ 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

1. Check up and repair of aircon.

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

Materials/Parts

Manpower Required: _____

Estimated hours/days of repair: _____

☐ Available

☐ Available

Schedule of repair: _____

☐ Not Available

☐ Not Available

Conducted:

PPO Maintenance Personnel/Name & Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by

 PPO Maintenance Personnel
(Name and Signature)

Date & Time Started

Date & Time Finished

Checked & verified

 PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position