



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 : June 16, 2022 Building/Facility/ House No/ Apartment No./ Department Location : Dept. of Economics Location : Upper Campus Requesting party : MARIA HAZEL I./BELLEZAS	
House No/ Apartment No./ Department Location Dept. of Economics Designation/ Position MARIA HAZEL LIBELLEZAS a Maintenance	
Location : Upper Campus Designation/ Position : MARIA HAZEL LIBELLEZAS Maintenance :	re
Reducesting party . IMARIA BAZEL L'RELLEZZA	
Name & Signature Control number	
Designation/ : Head, DoEcon Position	
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	on
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify): (lathe, shaper, drill press, etc.) ☐ Laboratory instrument ☐ Others (specify):	
Brief Description of Repair and Maintenance Repair of CR and faucets. Filled in by PPO personnel Part/Supplies/Materials Required Manpower Requirement Estimated hours/days to the second seco	inished
Filled in by the requesting party after the conduct of repair and mainten	ance
Conducted PPO Personnel Service Satisfaction OVER-ALL RATING	
DV.	air
(Name & Signature)	
PPO Unit (Name & Signature)	/ery Good
PPO Unit 1. Not Satisfied 1 Poor 2 Food	/ery Good
PPO Unit (Name & Signature) 1. Not Satisfied 1 Poor 2 II 3. Moderately Satisfied 3 Good 4 V	