



## PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
<i>Filled in by requesting party</i>	<i>Filled in by PPO</i>
Date filed : August 22, 2023	Date received : _____
Building/Department : ECO-FARMI DEMO FARM	Received by : _____ Name & Signature
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> ) With Lights? Yes. ____ No. ____ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ 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 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> ) From: <b>AnSci</b> To: <b>Eco-FARMI Demo Farm</b> Plans, Layouts and Estimates ( <i>Drafting, floor plan/s, material &amp; cost estimate, site inspection and the likes</i> )	<input type="checkbox"/> Machining works ( <i>lathe, shaper, drill press &amp; etc.</i> ) <input type="checkbox"/> Landscaping ( <i>Design and Installation</i> ) Location/Area covered: _____
<input type="checkbox"/> Other/s ( <i>Specify</i> ) : _____	
Brief Description of Service Request	
<ul style="list-style-type: none"> <li><b>Hauling of Cow Manure from Animal Science to vermicomposting facility, Eco-FARMI Demo Farm on August 23, 2023.</b></li> </ul>	

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">Comments &amp; Suggestion</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	Comments & Suggestion		Name & Signature		Designation/Position	
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Checked & verified : PPO Head/Director (Name and Signature)											
Notes:											