



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

 Date filed : March 3, 2025

Building/Department :

Dept. of Agronomy

Location :

Wesley Upper Campus, VSU

Requesting party :

Wences Rey D. Dela Peña

Name & Signature

Designation/Position :

Instructor III Agronomy

Contact no./Email :

wencesrey.dela pena@vsu.edu.ph / 0970 09016882172

Filled in by PPO

Date received :

Received by :

Name & Signature

Designation/Position :

Request Reference Number :

Please check and specify the nature of service request

☐ Audio System (amplifier, speakers and microphones)
 With Lights? Yes. ___ No. ___
 Setup Location: _____
 Date & Time Needed: _____
 Estimated Duration (hrs): _____

☐ Land preparation, plowing & harrowing
 Location/Area covered: _____
 Estimated passing trip: _____

☐ Site development, levelling, scrapping & backfilling
 Location: _____

☐ Hauling (Construction materials, office equipment & etc.)
 From: _____ To: _____

☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

☐ Tent installation/s
 Setup Location: _____
 No. of tent: _____
 Tent size: _____

☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

☐ Machining works (lathe, shaper, drill press & etc.)

☐ Landscaping (Design and Installation)

Location/Area covered: _____

☒ Other/s (Specify) : To request a 4 wheel-
farm tractor for education purposes

Brief Description of Service Request

AgSc 20 Basic Farm machinery and Mechanization requires a functional 4 wheel farm tractor for demonstration and education purposes. Please see attached letter for refs.

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

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.