



PHYSICAL PLANT OFFICE

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	Filled in by PPO
Date filed : March 3, 2025	Date received :
Building/Department :	Received by
Dept. of Achommy	50 S S S S S S S S S S S S S S S S S S S
	Name & Signature
Location : Wilda Morar Campu	Designation/Position :
L. JUL Inn.	
Requesting party : Newes Rey B. Deur ten	Request Reference
Name/& Signature	Number
Designation/Position : Instructor I Ammi	ON A
Contact no./Email : wen as rey. dela peño (2) ven.	2dm.ph 10970 09016882172
Please check and specify the nature of service request	
Audio System (amplifier, speakers and	Tent installation/s
microphones)	
With Lights? Yes No	Setup Location:
Setup Location:	No. of tent:
Date & Time Needed:	Tent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works and other
	fabrications not considered as repair and maintenance)
Land preparation, plowing & harrowing	rabilitation in the solitor of a de repair and maintenance,
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping &	The control of the co
backfilling	Machining works (lathe, shaper, drill press & etc.)
(2) 2h	
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office	1 15 10 1
equipment & etc.)	Location/Area covered:
From: To:	Other/s (Specify): To request a fwhel-
	others (opeciny). 15 - 10104 -
Plans, Layouts and Estimates (<i>Drafting, floor</i>	tractor for education
plan/s, material & cost estimate, site inspection	The state of the s
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and the likes)	pur pund
Brief Description	on of Service Request
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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.

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