



## PHYSICAL PLANT OFFICE

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

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## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	: Nov. 8, 2024	Date received	:
Building/Department	: ISRDS	Received by	Nama & Oignatura
Location	: ISRDS /	Designation/Position	Name & Signature
Location	Mur		
Requesting party	: LILIAN B. NÜÑEZ Y	Request Reference Number	•
Designation/Position	: Director		
Contact no./Email	ase the	3	
Please check and specify the nature of work requested:			
☐ Vehicle Repair	☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works		
☐ Welding Works	Plumbing Works	s 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			
Clogged floor drain of the faculty comfort room and leaking at the septic tank of the male and female main comfort room of the ISRDS.			
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			
Fetimated hours/days			
Materials/Parts	Manpower Required:	inpower Required: of repair:	
☐ Available ☐ Not Available	Available	Schedule of repair:	
☐ Not Available ☐ Not Available			
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign Name a		Name and Signature	
Designation/Position Designation/Position			
ACCOMPLISHMENT			
Filled in by PPO Personnel		Filled in by Requesting Party	
Conducted		Service Satisfaction	OVER ALL RATING
by · F	PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time	(Name and Signature)	☐ 2. Slightly Satisfied	☐ 3. Good ☐ 4. Very
Started :		☐ 3. Moderately Satisfied	Good
Date & Time : Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent
			Comments & Suggestion
Checked	PPO Head/Director		
&verified Notes:	(Name and Signature)	Name &Signature	
			4
		Designation/Position	
		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.

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