



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting	g party			Filled in by PPO		
Date filed : Building/Facility/ House No/ Apartment No./	Novemb	per 4, 2022		Date received Received by	:	
Department		1				Name & Signature
Location :	Eco-FAR	-FARMI Building		Designation/ Position	:	
Requesting party :		C LUSANTA		Maintenance control number	:	
Designation/ Position		Drector				
Please check and specify the nature of work requested						
☐ Vehicle Repair ☐ Carpentry & F				ture Works		Electrical Works
☐ Welding Works ☐ Plumbing Wo						Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify):						
Materials/Supplies/Parts: Available						Not Available
Brief Description of Repair and Maintenance						
Cleaning and maintenance of the air conditioning units in the Eco-FARMI.						
Filled in by PPO personnel						
Part/Supplies/Materials Required		Manpower R	Manpower Requirement		Estimated hours/days to finished	
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Filled in by the requesting party after the conduct of repair and maintenance						
Conducted	PPO Personnel	Serv	Service Satisfaction		OVER-ALL RATING	
by:	(Name & Signatur	9) 🔲 1. 1	Not S	atisfied		1 Poor □ 2 Fair
PPO Unit		⊔		lightly Satisfied		3 Good
Checked & Verified by:				Moderately Satisfied Very Satisfied		5 Excellent
	PPO Head					Comments & Suggestion
	(Name & Signatur		5. E Satist	extremely fied		,
		Nam	ne an	d Signature		

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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