



## 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

REQUEST INFORMATION		
Filled in by requesting party	Filled in by PPO	
Date filed : Aug - 5, 2024	Date received	1
Building/Department :	Received by	
NY		Name & Signature
Location : Lower Campus	Designation/Position	:
Requesting party : Dario T. Lina	Request Reference Number	
Name & Signature	Number	
Designation/Position : Director, N STP		
Contact no./Email		
Please check and specify the nature of service request		
Audio System (amplifier, speakers and	Tent installation/s	
microphones)		
With Lights? Yes No	Setup Location: No. of tent:	
Setup Location: 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	Tabrications not considered	as 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 &	Machining works (lathe, shaper, drill press & etc.)	
backfilling		
Location:	Landscaping (Design and Installation)	
Hauling (Construction materials, office	Location/Area covered:	
equipment & etc.) From: To:	Other/s (Specify): LED wall installation	
Plans, Layouts and Estimates ( <i>Drafting, floor</i> plan/s, material & cost estimate, site inspection	at VSU Gryn on Aug. 17, 2024 at 7:00 au	
and the likes)	9	
Brief Description of Service Request		
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ACCOMPLISHMENT		
Filled in by PPO Personnel	Filled in by Requesting Party	
		<b>国政治学等的工作。</b>
Conducted by PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING
(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time	2. Slightly Satisfied	☐ 4. Very
Started	☐ 3. Moderately Satisfied	☐ 3. Good Good
Date & Time	☐ 4. Very Satisfied	☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied	
		Comments & Suggestion
Checked PRO Head/Diseases		-
&verified PPO Head/Director		
(Name and Signature)	Name &Signature	
Notes:		
	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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