VISAYAS STATE UNIVERSITY

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041(LOCAL)
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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		
Date filed	:	January 21, 2021
Building/Facility/ House No/ Apartment No./ Department	:	NARC
Location	:	
Requesting party	:	FLORA MIA Y. DUATIN
Designation/ Position	:	Associate Professor III

Filled in by PPO		
Date received	:	
Received by		Name & Signature
Designation/ Position	:	
Maintenance control number	:	

Note:
i. *Three (3) copies: (1) for requesting party, (1) for PPOunit Head & (1) for maintenance team*
ii. *One (1) job request in every of PPO unit*
iii. *Job request control number is required.*

Please check and specify the nature of work requested

- ☐ Vehicle Repair
- ☐ Welding Works
- ☐ Machining works *(lathe, shaper, drill press, etc.)*
- ☐ Carpentry & Furniture Works
- ☐ Plumbing Works
- ☐ Instrumentation equipment & Laboratory instrument
- ☐ Electrical Works
- ☐ Heating, Ventilating, Air conditioning & Refrigeration
- ☐ Others (specify): _____

Brief Description of Repair and Maintenance

Repair of Roof of NARC Sterilization Area.

Materials/Supplies/Parts: ☐ Available ☐ Not Available

Filled in by PPOpersonnel

Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Inspected by: _____ **PPO Maintenance**

Checked & Verified by: _____ **PPO Unit Head**

Approved by: _____ **PPO Director**