



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMAT	ION			
Filled in by requesting part	ty	Filled	in by PPO	
Date filed	: February 26, 2024	Date	received	*
Building/Department	Advanced Research Innovation Center	th and Rece	eived by	Name & Signature
Location	: 2 nd floor panel cont	rol room Desig	gnation/Position	1
Requesting party	Name & Signature		uest Reference ber	:
Designation/Position	: Director, ARI Cente	er		
Contact no./Email	: mtploreto@vsu.edu	u.ph		
Please check and specify	the nature of work requested:			
☐ Vehicle Repair	Ca	arpentry & Furniture V		al Works
☐ Welding Works	□ Plu	umbing Works		y, Ventilating, Air uning & Refrigeration
☐ Machining works (Lathe, shaper, drill		strumentation equipment Laboratory instrument	ent Others	(specify in the brief description
	Brief Descri	iption of the Nature	of Work Requested	
	Note: Ple	Repair of ceiling ease paint the ceiling		
NSPECTION (Filled in	by PPO Personnel)			
NSPECTION (Filled in Date of Inspection:		rrted: [AM] [F	PM] Time ended:	[AM] [PM]
	Time sta		ourcing Repair and M	aintenance
Date of Inspection:	Time sta	☐ For Outso		aintenance
Date of Inspection: ☐ In-House Repair a Materials/Parts ☐ Available	Time sta	☐ For Outso	ourcing Repair and M Estimated I	aintenance nours/days
Date of Inspection: ☐ In-House Repair a Materials/Parts	Time sta	☐ For Outso	ourcing Repair and M Estimated I of repair:	aintenance nours/days
Date of Inspection: □ In-House Repair a Materials/Parts □ Available □ Not Available Conducted:	Time sta	For Outso	ourcing Repair and M Estimated I of repair: Schedule	aintenance nours/days of repair: Name and Signature
Date of Inspection: □ In-House Repair a Materials/Parts □ Available □ Not Available Conducted:	Time sta	For Outso	ourcing Repair and M Estimated I of repair: Schedule	aintenance nours/days of repair:
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted: PPO Ma	Time sta	For Outso	burcing Repair and M Estimated I of repair: Schedule of med:	aintenance nours/days of repair: Name and Signature
Date of Inspection: ☐ In-House Repair a Materials/Parts ☐ Available ☐ Not Available Conducted:PPO Ma	Time sta	For Outso	ourcing Repair and M Estimated I of repair: Schedule	aintenance nours/days of repair: Name and Signature
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted: PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted	Time sta	able vailable Confirm & & Sign Filled in by Serv	med: Repair and M Estimated I of repair: Schedule of Mequesting Party Vice Satisfaction	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted:PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time	Time sta	Filled in by Servenel 1. 2. 3.	med: Schedule of repair: Schedule of repair	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING 1. Poor
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted: PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started Date & Time	Time sta	For Outso	med: Requesting Party Vice Satisfaction Not Satisfied Slightly Satisfied	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING 1. Poor
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted: PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started Date & Time	Time sta	For Outso	med: Estimated of repair: Schedule of repair: of	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING 1. Poor
Date of Inspection: In-House Repair a Materials/Parts Available Not Available Conducted: PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started Date & Time Finished Checked	Time sta	For Outso	med: Estimated of repair: Schedule of repair: of	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING 1. Poor
☐ In-House Repair a Materials/Parts ☐ Available ☐ Not Available Conducted: PPO Ma ACCOMPLISHMENT Filled in by PPO Personnel Conducted	Time sta	For Outso	med: Schedule of repair: Schedule of repair	aintenance nours/days of repair: Name and Signature Designation/Position OVER ALL RATING 1. Poor

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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