



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: March 23, 2022
Building/Facility/ House No/ Apartment No./ Department	: ISRDS
Location	: ISRDS, VSU Main Campus
Requesting party	: <i>Gina A. Delima</i> Name & Signature
Designation/ Position	: Instructor

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

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input checked="" type="checkbox"/> Others (specify): Assemble of CPU parts

Materials/Supplies/Parts:



Available



Not Available

Brief Description of Repair and Maintenance

Requesting for assembling of CPU parts. The CPU parts were not assembled by the supplier when delivered.

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted by: PPO Personnel
(Name & Signature)

PPO Unit

Date
Accomplished

Checked &
Verified by:

PPO Head
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
Service Satisfaction	OVER-ALL RATING
<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent
<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion
<input type="checkbox"/> 5. Extremely Satisfied	
Name and 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.