



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041 (LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by red	Filled in by requesting party			Filled in by PPO			
Filled in by red Date filed Building/Facili House No/ Apartment No Department Location Requesting pa Designation/ Position	: May 20, 20 HOUTE CHADLE : Wipper Came arty: KT2A MAE MK Name 8	064 Dus	Filled in by PPC Date received Received by Designation/ Position Maintenance control number	:	Name	& Signature	
Diagnashad	ad analysis the vet weeks						
	nd specify the nature of work						
☐ Vehicle Re☐ Welding W☐ Machining (lathe, sha	/orks	☐ Plumbing Works ☐ Instrumentation	Carpentry & Furniture Works Plumbing Works Instrumentation equipment & Laboratory instrument		Electrical Works Heating, Ventilating, Air conditioning & Refrigeration Others (specify):		
Materials/Sup	oplies/Parts:	☐ Available			Not Available	Э	
	of ceilings						
Filled in by PP							
Part/Supplies	/Materials Required	Manpower Req	uirement		stimated hou	rs/days to finished	
0		Filled in by the	Filled in by the requesting party after the conduct of repair and maintenance				
Conducted - by:	PPO Personnel	1,400,000	Service Satisfaction		OVER-ALL RATING		
,	(Name & Signature	1. Not	Satisfied	□ 1	Poor	☐ 2 Fair	
PPO Unit Checked & Verified by:		- 0 01-	htly Satisfied		Good	☐ 4 Very Good	
	7		erately Satisfied			ш 4 Very Good	
					5 Excellent		
	PPO Head (Name & Signature		y Satisfied remely Satisfied		Comments	& Suggestion	
		Name a	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.

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