



REPAIR AND MAINTENANCE REQUEST

Date filed Aug. 12, 2025 Date received Suiding/Department Dept. of Economics Dept. of Economics Dept. of Economics Dept. of Economics Designation/Position Upper Campus Designation/Position Designation/Position Designation/Position Plead, DoE Designation/Position Des	REQUEST INFORMA	TION				
Date filed Aug. 12, 2025 Building/Department Dept. of Economics Location Upper Campus Requesting party LEMUELS. PRECVIDOS Name & Signature Designation/Position Request Reference Number Request Reference Number Request Reference Number Request Reference Number Designation/Position Request Reference Number Request Reference Number Request Reference Number Designation/Position Name a Signature Confirmed: Name and Signature Designation/Position			Filled in by Ge	nSO		
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Dept. of Economics Upper Campus Designation/Position Requesting party LeMUELS_PRECIADOS Name & Signature Designation/Position Request Reference Number Request Reference Rumber Request Reference Number Request Reference						
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Requesting party LeMUEL S. PRECIADOS Name & Signature	Location	Upper Campus	Designation/	Position	,	
Requesting party Designation/Position Head, DoE	Location		Doolgilations	00111011		
Designation/Position : Head, DoE Contact no /Email : 1002 Please check and specify the nature of work requested: Vehicle Repair Carpentry & Furniture Works Electrical Works Heating, Ventilating, Air conditioning & Refingeration Others (specify in the brief description below)			Request Refe	erence	:	
Designation/Position : Head, DoE Vortact no/Email : 1024 Please check and specify the nature of work requested:	Requesting party		Number			
Contact no / Email 1024	Designation/Position	V	-			
Please check and specify the nature of work requested: Vehicle Repair			-			
Vehicle Repair	Contact no./Email	: 1024				
Welding Works	Please check and specify the nature of work requested:					
Machining works	☐ Vehicle Repair	☐ Carpentry &	☐ Carpentry & Furniture Works ☐ Electrical Works			
Machining works Instrumentation equipment Others (specify in the brief description below)	☑ Welding Works	☐ Plumbing W				
Step Description of the Nature of Work Requested		conditioning a Reingeration				
Request for welding a CUSTOM ED BARREL BOLT AS PERMANENT LOCK OF THE FOUR DOORS IN ROOM 234 AND 235 considering that facilities are installed in the said rooms. INSPECTION Filled in by GenSO Personnel [AM] [PM] Time ended: [AM] [PM] [PM						
1. Request for welding a CUSTOMICE BARREL BOLT AS PERMANENT LOCK OF THE FOUR DOORS IN ROOM 234 AND 235 considering that facilities are installed in the said rooms. INSPECTION (Filled in by GenSO Personnel) Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM] Time ended: [A	The state of the s					
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Date of Inspection: Time started: [AM] [PM] □ In-House Repair and Maintenance □ For Outsourcing Repair and Maintenance Materials/Parts Manpower Required: □ Estimated hours/days of repair: □ Available □ Available Schedule of repair: Conducted: Confirmed: Name and Signature GenSO Maintenance Personnel/Name & Sign Designation/Position Name and Signature ACCOMPLISHMENT Filled in by GenSO Personnel Conducted by GenSO Maintenance Personnel Filled in by Requesting Party Conducted by Service Satisfaction OVER ALL RATING Date & Time Started □ 1. Not Satisfied □ 1. Poor □ 2. Fair □ 3. Moderately Satisfied □ 3. Good □ 4. Very Good □ 4. Very Satisfied □ 5. Excellent □ 5. Extremely Satisfied □ 5. Excellent □ 5. Excellent Comments & Suggestion	AND 233 considering that racilities are installed in the said rooms.					
In-House Repair and Maintenance	INSPECTION (Filled in by GenSO Personnel)					
Materials/Parts	Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]					
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Available	Materials/Parts	Manpower Required:				
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Notes:	Notes:					
Designation/Position			Designation/Position			

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