



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party				Filled in by PPO				
Date filed : October 13, 2022				Date received	: _			
Building/Facility House No/ Apartment No./ Department	. Advance	ed Research and vation Center		Received by Designation/		Name & Signature		
Location	: Visayas	: Visayas State University			:			
Requesting part	questing party :Dr. Ma. Theresa P. Loret Name & Signature			Position Maintenance control number	:			
Designation/	Nam	ie & Signature						
Position	: Dir	ector, ARIC	Name of the last o					
Please check and	specify the nature of w	ork requested						
☐ Vehicle Repair ☐ Carpentry &				re Works		Electrical W	orks	
☐ Welding Works ☐ Plumbing V						Heating, Ve		
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify):								
(lathe, shaper, drill press, etc.) & Laboratory instrument								
Materials/Supplies/Parts: Available Not Available								
Brief Description of Repair and Maintenance								
Repair of plumb - Leaks were	ing pipes in the labor	ratory bing pipes in Natural l	Products	Research Section	on (N	PRS).		
Filled in by PPC) personnel							
Part/Supplies/N	Manpowe	Manpower Requirement			Estimated hours/days to finished			
				police and the second				
		Filled in	by the rec	uesting party after	r the c	conduct of repa	air and maintenance	
Conducted —	PPO Personr	nel Se	Service Satisfaction			OVER-ALL RATING		
by:	(Name & Signa		Not Sa	tisfied	П1	- Poor	☐ 2 Fair	
PPO Unit				Satisfied		- Good	☐ 4 Very Good	
				ately Satisfied			□ 4 Very G000	
Checked & Verified by:	- BDO Hand		Very Satisfied		5 Excellent			
vermed by.	PPO Head (Name & Signa			ely Satisfied	Comments & Suggestion			
X	,	<u> </u>	EXIGIII	o.y Cationea				
		NI.	amo and	Signature				
		IN C	anic and	Jigilatule				

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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