


REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: September 13, 2022
Building/Facility/ House No/ Apartment No./ Department	: PSB Room DA-01 and DA-02
Location	: VSU, Upper Campus
Requesting party	:  Abigail T. Amarille
	: Name & Signature
Designation/ Position	: <u>SRA</u>

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

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input checked="" 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 type="checkbox"/> Others (specify): _____

Materials/Supplies/Parts:

☐ Available☐ Not Available

Brief Description of Repair and Maintenance	
1.	Lights and Ceiling fan are not functional.

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

Conducted by: _____
PPO Personnel
(Name & Signature)

PPO Unit _____

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: A globally competitive university for science, technology, and environmental conservation.

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

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No.