



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFO	RMATION			
Filled in by requesting I		Filled in by PPO		
Date filed	: January 20, 2024	Date received	I	
Sept. Supple Plant Supple Pro-				
Building/Department		Received by		
	Dept. of Economic	cs	Name & Signature	
Location	: Upper Campus	Designation/Position	:	
			*	
Requesting party	LEMUEL PRECIAD	Number		
, todasomily band	Name & Signature	Number		
Designation/Position	: Head, DoEcon			
Contact no./Email	: 1024			
Please check and specify the nature of work requested:				
		The State of the S	ingl Marks	
☐ Vehicle Repair	Carpe	rpentry & Furniture Works Electrical Works Heating, Ventilating, Air		
Welding Works	X Plun		Works conditioning & Refrigeration	
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify in the brief description				
(Lathe, shaper, drill press, etc.) & Laboratory instrument below)				
Brief Description of the Nature of Work Requested				
1.Installati	on of proper Aircon piping in th	e department of Economics espe	cially in the side hallway where	
students fa	aculty and staff passes always.	These could result to wet floors ar	nd could leads to slipping accident.	
2. Plumbing problem in the Faculty Female Rest Room of DOE, continuous dripping of the faucet that needs				
for fixing and repair, which could be in a use of gate valve.				
INDECTION /Filed in https://www.neth				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repa	ir and Maintenance	☐ For Outsourcing Repair and I		
Materials/Parts	Manpower Required:		Estimated hours/days of repair:	
☐ Available	☐ Available		of repair:	
☐ Not Available	☐ Not Availa	able		
Conducted: PPO Maintenance Personnel/Name & Sign Confirmed: Name and Signature				
		Name and Signature		
		Name and Signature		
	Designation/Position			
	Designation/Position		Designation/Position	
ACCOMPLISHMEN				
ACCOMPLISHMEN Filled in by PPO Personne	Т	Filled in by Requesting Party		
Filled in by PPO Personne	Т		Designation/Position	
	Т	Service Satisfaction	OVER ALL RATING	
Conducted by	T of	Service Satisfaction 1. Not Satisfied	OVER ALL RATING 1. Poor 2. Fair	
Conducted by Date & Time	T PPO Maintenance Personnel	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied	OVER ALL RATING 1. Poor 2. Fair 4. Very	
Conducted by Date & Time Started	T PPO Maintenance Personnel	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfie	OVER ALL RATING 1. Poor 2. Fair 4. Very	
Conducted by Date & Time Started Date & Time	T PPO Maintenance Personnel	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	OVER ALL RATING 1. Poor 2. Fair 4. Very Good 5. Excellent	
Conducted by Date & Time Started	T PPO Maintenance Personnel	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfie	OVER ALL RATING 1. Poor 2. Fair 4. Very Good 5. Excellent	
Conducted by Date & Time Started Date & Time Finished	PPO Maintenance Personnel (Name and Signature)	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	OVER ALL RATING 1. Poor	
Conducted by Date & Time Started Date & Time Finished Checked	PPO Maintenance Personnel (Name and Signature) PPO Head/Director	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied	OVER ALL RATING 1. Poor	
Conducted by Date & Time Started Date & Time Finished Checked & Verified	PPO Maintenance Personnel (Name and Signature)	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	OVER ALL RATING 1. Poor	
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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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