



## REPAIR AND MAINTENANCE REQUEST

### REQUEST INFORMATION

*Filled in by requesting party*

Date filed : January 6, 2025

Building/Department : ISRDS

Location : ISRDS

 Requesting party : ERNESTO A. GONZAGA, Jr.  
Name & Signature

Designation/Position : AA6

Contact no./Email :

*Filled in by PPO*

Date received :

Received by :

Name &amp; Signature

Designation/Position :

 Request Reference :  
Number

*Please check and specify the nature of work requested:*
☐ Vehicle Repair

☐ Carpentry & Furniture Works

☐ Electrical Works

☐ Welding Works

☐ Plumbing Works

☒ Heating, Ventilating, Air  
conditioning & Refrigeration

☐ Machining works  
(Lathe, shaper, drill press, etc.)

☐ Instrumentation equipment  
& Laboratory instrument

☐ Others (specify in the brief description  
below)

### Brief Description of the Nature of Work Requested

Check and repair airconditioning unit at the ISRDS training room.

### INSPECTION (Filled in by PPO Personnel)

Date of Inspection: \_\_\_\_\_ Time started: \_\_\_\_\_ [AM] [PM] Time ended: \_\_\_\_\_ [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: \_\_\_\_\_

☐ Not Available

☐ Not Available

Conducted:

PPO Maintenance Personnel/Name &amp; Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

### ACCOMPLISHMENT

*Filled in by PPO Personnel*

 Conducted  
by :

 PPO Maintenance Personnel  
(Name and Signature)

 Date & Time  
Started :

 Date & Time  
Finished :

 Checked  
& verified :

 PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party*

#### Service Satisfaction

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

#### OVER ALL RATING

- ☐ 1. Poor      ☐ 2. Fair  
☐ 3. Good      ☐ 4. Very  
                          Good  
☐ 5. Excellent

#### Comments & Suggestion

Name &amp; Signature

Designation/Position