



PHYSICAL PLANT OFFICE

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	: January 6, 2025	Date received	20 (1000 (41))	
Building/Department	: ISRDS	Received by	Name & Signature	
Location	: ISRDS	Designation/Position	Resignation 1 Asset Pari 14	
Requesting party	: ERNESTO A GONZAGA,Jr Name & Signature	Request Reference Number	:	
Designation/Position	: AA6			
Contact no./Email : V				
Please check and specify the nature of work requested:				
☐ Vehicle Repair				
☐ Welding Works	Plumbing Work	conditioning & Reingeration		
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below) ☐ 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	Sched	ule of repair:	
☐ Not Available	□ Not Available		*	
Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign Name and Signature				
Designation/Position Designation/Position				
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted : PF	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 3. Good ☐ 4. Very	
Started		☐ 3. Moderately Satis		
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	5. Excellent	
		_ J. LAHemely Galish	Comments & Suggestion	
Checked	DDC III			
&verified :	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

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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