



## REPAIR AND MAINTENANCE REQUEST

### REQUEST INFORMATION

Filled in by requesting party

 Date filed : March 06, 2024

 Building/Department : Department of Agronomy

 Location : DA Room-201 + Screenhouse

 Requesting party : MARIEDITH L. BAGABINAO  
Name & Signature

 Designation/Position : Asst. prof. II

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

① Repair of faucet (Laboratory Room 201 + screenhouse)

### 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 &amp; Time Started

Date &amp; Time Finished

Checked &amp; 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

#### 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.