

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO	oki katematuuri kultaan ka enka kinderini kanta			
Date filed : pec. 41	204	Date received				
Building/Facility/ House No/ Apartment No./ Department		Received by	Nam	ne & Signature		
Location : DBS 1P4	paratory nom	Designation/ Position	÷	The state of the s		
Requesting party Designation/ Position Note: i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team ii. One (1) job request in every of PPO unit iii. Job request control number is required.						
Please check and specify the nature of w	ork requested					
 □ Vehicle Repair □ Works □ Welding Works □ Machining works □ Instrumentation equipment ⊕ Laboratory instrument 		g Works entation		Ventilating, Air ing & Refrigeration		
*		9 =				
Physical Physics				en en skrev franchen fan fan gegen en e		
Concrefing of cabinet shelves @ prep. Mon						
Materials/Supplies/Parts:	☐ Available		□ Not	Available		
Filled in by PPO personnel						
Part/Supplies/Materials Required	Manpower R	dequirement		d hours/days to inished		
Inspected by: PPO Maintenance	Checked & Verified by:	PO Unit Head	Approved by:	PPO Director		



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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPC)	**************************************		
Date filed : Dec. 4, 2	py	Date received		Parage		
Building/Facility/ House No/ Apartment No./ Department Location : DIAS 104		Received by Designation/	Name 8	s Signature		
. 00/3 (01		Position				
Requesting party : NOGALIA	, policuit	Maintenance control number	:			
	irman Dons Building Comitee					
Note: i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team ii. One (1) job request in every of PPO unit iii. Job request control number is required.						
Please check and specify the nature of v	vork requested					
 □ Vehicle Repair □ Welding Works □ Plumbing Works □ Instrumentation equipment & Laboratory instrument 		☐ Electrical Wo ☐ Heating, Ver conditioning ☐ Others (spec	ntilating, Air & Refrigeration			
*						
Brief Do	escription of Re	enair and Mainte	nance			
Brief Description of Repair and Maintenance to mit damax Kylacement of doors e DMS Ley						
Materials/Supplies/Parts:	☐ Available	е	☐ Not Ava	ilable		
Filled in by PPO personnel						
Part/Supplies/Materials Required	Manpower	Requirement	Estimated he finis			
Inspected by:	Checked & Verified by:		Approved by:	200 0		
PPO Maintenance	~ 1.	PPO Unit Head	F	PPO Director		



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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party		Filled in by PPO					
Date filed : pcc · 6, 2014		Date received					
Building/Facility/ House No/ Apartment No./ Department Location : DMS IO		Received by Designation/	Name & Signature				
		Position	The state of the s				
Requesting party . ModuNA W-	POLIQUIT	Maintenance control number					
Position	committee andir						
Note: i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team ii. One (1) job request in every of PPO unit iii. Job request control number is required.							
Please check and specify the nature of w	ork requested						
 □ Vehicle Repair □ Works □ Welding Works □ Plumbing Works □ Instrumentation equipment & Laboratory instrument 		☐ Electrical Works ☐ Heating, Ventilating, Air conditioning & Refrigeration ☐ Others (specify):					
*							
		-					
Brief Description of Repair and Maintenance							
Replacement of electricals C plauvescent tubes to LED Lamps @-							
Materials/Supplies/Parts:	☐ Available		☐ Not Available				
Filled in by PPO personnel							
Part/Supplies/Materials Required	Manpower Requirement		Estimated hours/days to finished				
Inspected by: PPO Maintenance	Checked & Verified by:	PO Unit Head	Approved by: PPO Director				