



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMA	TION				
Filled in by requesting party			Filled in by PPO		
Date filed	:Janu	ary 25, 2023	Date receiv	ed :	-
Building/Department	: Departm	ent of Agronomy	Received by	/	Name & Signature
Location	: Palayamanan Area		Designation/Position :		
Requesting party	JOSEPHUSIMERANO		Request Reference : Number		
D i 4i /D i4i	Name & Signature				
Designation/Position	·		-		
Contact no./Email		Ballian and the same and the same			
Please check and specify	the nature of w				
☐ Vehicle Repair	Carpentry & Works		k Furniture	Furniture	
☐ Welding Works	☐ Plumbing V		Vorks	conditioning & Reingeration	
☐ Machining works ☐ Instrumentation ☐ Lathe, shaper, drill press, etc.) ☐ Laboratory			ation equipment ry instrument		
	Brie	f Description of th	e Nature of Worl	k Requested	
INSPECTION (Filled in by PPO Personnel)					
		Office)			
Date of Inspection:					ed: [AM] [PM]
Date of Inspection: In-House Repair		Time started:		rcing Repair	and Maintenance
	and Maintena	Time started:	☐ For Outsou		and Maintenance
☐ In-House Repair	and Maintena	Time started:	☐ For Outsou	rcing Repair Estimated I	and Maintenance hours/days
☐ In-House Repair Materials/Parts	and Maintena Manpower R	Time started:	☐ For Outsou	rcing Repair Estimated I of repair:	and Maintenance hours/days
☐ In-House Repair Materials/Parts ☐ Available	and Maintenal	Time started: nce equired: Available	☐ For Outsou	rcing Repair Estimated I of repair:	and Maintenance hours/days
☐ In-House Repair Materials/Parts ☐ Available ☐ Not Available Conducte d: PPO Mai	and Maintenal Manpower R	Time started: nce equired: Available	☐ For Outsou	Estimated I of repair:	and Maintenance hours/days
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☐ In-House Repair Materials/Parts ☐ Available ☐ Not Available Conducte d: PPO Mai Sign ACCOMPLISHMENT Filled in by PPO Personnel	and Maintenal Manpower Re	Time started: nce equired: Available Not Available connel/Name &	Confirmed:	rcing Repair Estimated I of repair: Schedule of	and Maintenance hours/days of repair: Name and Signature
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☐ In-House Repair Materials/Parts ☐ Available ☐ Not Available Conducte d: PPO Mai Sign ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PI	and Maintenan Manpower Ri I I I Intenance Pers Designation/F	Time started: nce equired: Available Not Available connel/Name &	Confirmed: Filled in by Reques Service Sati Not Sat Slightly Modera	sting Repair Estimated I of repair: Schedule of schedu	and Maintenance hours/days of repair: Name and Signature Designation/Position OVER ALL RATING
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Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.