



PHYSICAL PLANT OFFICE

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION		
Filled in by requesting party	Filled in by PPO	
Date filed : 5 17 24	Date received	:
Building/Department	Received by	
Building/Department : NSTP	Received by	Name & Signature
	Desired the Appellies	Name & Signature
Location : Lower Campus	Designation/Position	•
Requesting party : Davide & Signature	Request Reference Number	:
Designation/Position : NSTP Director		
Contact no./Email		
Please check and specify the nature of service request		
Audio System (amplifier, speakers and	Π	
microphones)	Tent installation/s	-
With Lights? Yes No	Setup Location:	
Setup Location:	No. of tent:	_
Date & Time Needed:	Tent size:	
Estimated Duration (hrs):		, furniture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered	as repair and maintenance)
Location/Area covered:		nage, new lock & knobs & other
Estimated passing trip:	installation not considered a	s repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)	
Location:	Landscaping (Design and Installation)	
Hauling (Construction materials, office	Leastion/Area assered	
equipment & etc.)	Location/Area covered:	
From: To:	✓ Other/s (Specify) : LED	Wall justallation
Plans, Layouts and Estimates (Drafting, floor		
plan/s, material & cost estimate, site inspection		
and the likes)	tion of Service Request	
Use of LED Wall for CWTS	Graduation in 1	190 Gymon May 18,200
ACCOMPLISHMENT		
Filled in by PPO Personnel	Filled in by Requesting Party	
Conducted by : DRO Maintenance Personnel	Service Satisfaction	OVER ALL RATING
PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time	2. Slightly Satisfied	☐ 4. Very
Started	☐ 3. Moderately Satisfied	☐ 3. Good Good
Date & Time	☐ 4. Very Satisfied	☐ 5. Excellent
Finished	☐ 5. Extremely Satisfied	
		Comments & Suggestion
Checked PDC Hand/Disperse		
Sverified : PPU Head/Director	N. CO.	
(Name and Signature)	Name &Signature	
Notes:		
э.	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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