



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : Aug. 5, 2024
 Building/Department : NSIP
 Location : Lower Campus
 Requesting party : Darig P. Lina
 Name & Signature : _____
 Designation/Position : Director, NSIP
 Contact no./Email : _____

Filled in by PPO

Date received : _____
 Received by : _____
 Name & Signature : _____
 Designation/Position : _____
 Request Reference Number : _____

Please check and specify the nature of service request

- ☒ Audio System (amplifier, speakers and microphones)
 With Lights? Yes. _____ No. _____
 Setup Location: VSU - Gym
 Date & Time Needed: Aug-17, 24, 31 7:00am - pm
 Estimated Duration (hrs): 5 hrs
☐ Land preparation, plowing & harrowing
 Location/Area covered: _____
 Estimated passing trip: _____
☐ Site development, levelling, scrapping & backfilling
 Location: _____
☐ Hauling (Construction materials, office equipment & etc.)
 From: _____ To: _____
☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)
- ☐ Tent installation/s
 Setup Location: _____
 No. of tent: _____
 Tent size: _____
☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
☐ Machining works (lathe, shaper, drill press & etc.)
☐ Landscaping (Design and Installation)
 Location/Area covered: _____
☐ Other/s (Specify) : _____

Brief Description of Service Request

Sound system request for NSIP Orientation and Class instruction.

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : _____
 PPO Maintenance Personnel
 (Name and Signature)
 Date & Time Started : _____
 Date & Time Finished : _____
 Checked & 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 & Signature

Designation/Position