



## 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

REQUEST INFORMATI	ON			
Filled in by requesting party	4	Filled in by PPO		
Date filed	: January 31, 2023	Date received	:	
Building/Department	Advanced Research Innovation Center	Received by		
Location	: Visayas State University	Designation/Position	Name & Signature :	
Requesting party	MA. THERESA P. LORETO	1		
Designation/Position	Name & Signature : Director, ARI Center	Number	Number ————————————————————————————————————	
Contact no./Email	: mtploreto@vsu.edu.ph			
Please check and specify the	ne nature of work requested:			
☐ Vehicle Repair	Carpentry 8	Furniture Works   Ele	ctrical Works	
☐ Welding Works	☐ Plumbing V	lorks	Unation Vanillation At	
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Installation and framing of	of ARI Center signage			
INSPECTION (Filled in b	y PPO Personnel)			
Date of Inspection:		[AM] [PM] Time ended	· [AM] [DM]	
☐ In-House Repair an				
Materials/Parts	Manpower Required:	Estimat	or Outsourcing Repair and Maintenance  Estimated hours/days of repair:  Schedule of repair:	
☐ Available ☐ Not Available	☐ Available ☐ Not Available			
Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign		Commed.	Name and Signature	
	Designation/Position	-	Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted	DO Maintana de Dansel	Service Satisfaction	OVER ALL RATING	
by · Pl	PO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	(Frame and dignature)	☐ 2. Slightly Satisfied	☐ 3. Good ☐ 4. Very	
Started Date & Time		3. Moderately Satisfied	ed Good	
Finished :		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	d 5. Excellent	
			Comments & Suggestion	
Checked . ———— &verified	PPO Head/Director			
Notes:	(Name and Signature)	Name &Signature		
		Designation/Position		
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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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