



## 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 PPC		
Date filed :	May 31, 202	2	Date received		
Building/Facility/ House No/ Apartment No./	ISRDS		Received by		
Department : VSU,	, Visoa, Baybay	City, Leyte	Designation/	Name :	& Signature
	thine?				
Requesting party :	LIAN B. NUÑ Name & Signat		Maintenance control number	:	
Designation/ Position	Director				
Please check and specify the nat	ture of work requeste	ed			
☐ Vehicle Repair		Carpentry & Furn	iture Works	☐ Electrical Work	c
			indic volks	☐ Heating, Ventila	
Welding Works		Plumbing Works		conditioning & I	Refrigeration
☐ Machining works ☐ Instrumentation (lathe, shaper, drill press, etc.) & Laboratory i				Others (specify	():
Materials/Supplies/Parts:	. D A	vailable		☐ Not Available	)
	Brief Des	scription of Repa	ir and Maintenar	ice	
Check and repair ISRDS Land Cruiser & BIDANI Tamaraw FX.					
	d Cruiser & BIDAN	II Tamaraw FX.			
Filled in by PPO personnel				E-Almoster bour	
		II Tamaraw FX.  Manpower Requ	irement	Estimated hour	rs/days to finished
Filled in by PPO personnel			irement	Estimated hour	rs/days to finished
Filled in by PPO personnel			irement	Estimated hour	s/days to finished
Filled in by PPO personnel Part/Supplies/Materials Requ		Manpower Requ		Estimated hour	
Filled in by PPO personnel  Part/Supplies/Materials Requested  Conducted by PPO F	uired	Manpower Requ		r the conduct of repair a	
Part/Supplies/Materials Required  Conducted by: PPO F  (Name 8)	uired	Manpower Requirements Filled in by the reservice Service Servi	requesting party afte	r the conduct of repair a	and maintenance
Filled in by PPO personnel  Part/Supplies/Materials Requested  Conducted by PPO F	uired	Filled in by the r Service S  1. Not S	requesting party afte	r the conduct of repair a  OVER-AL  1 Poor	and maintenance L RATING □ 2 Fair
Conducted by:  PPO Unit  Patlled in by PPO personnel  Part/Supplies/Materials Requires  PPO F (Name 8)	uired	Filled in by the r Service S  1. Not S  2. Sligh	requesting party afte Satisfaction Satisfied tly Satisfied	r the conduct of repair a  OVER-AL  1 Poor  3 Good	and maintenance
Conducted by:  PPO Unit	uired	Filled in by the r Service S  1. Not S  2. Sligh  3. Mode	requesting party after Satisfaction Satisfied tly Satisfied erately Satisfied	r the conduct of repair a  OVER-AL  1 Poor  3 Good  5 Excellent	and maintenance  L RATING  □ 2 Fair □ 4 Very Good
Conducted by:  PPO Unit  Date Accomplished  Filled in by PPO personnel  PPO F (Name 8)	uired	Filled in by the r Service S  1. Not S  2. Sligh  3. Mode	requesting party afte Satisfaction Satisfied tly Satisfied	r the conduct of repair a  OVER-AL  1 Poor  3 Good  5 Excellent	and maintenance L RATING □ 2 Fair
Conducted by:  PPO Unit  Date Accomplished  Checked & Verified by:  PPO personnel  PPO personnel	uired  Personnel & Signature)	Filled in by the r Service S  1. Not S  2. Sligh  3. Mode	Satisfaction Satisfied tly Satisfied erately Satisfied Satisfied	r the conduct of repair a  OVER-AL  1 Poor  3 Good  5 Excellent	and maintenance  L RATING  □ 2 Fair □ 4 Very Good
Conducted by:  PPO Unit  Date Accomplished  Checked & Verified by:  PPO personnel  PPO personnel	uired  Personnel & Signature)	Filled in by the r Service S  1. Not S  2. Sligh  3. Mode  4. Very  5. Extre	Satisfaction Satisfied tly Satisfied erately Satisfied Satisfied	r the conduct of repair a  OVER-AL  1 Poor  3 Good  5 Excellent	and maintenance  L RATING  □ 2 Fair □ 4 Very Good

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.