



PHYSICAL PLANT OFFICE

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

Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION		对于1000年发展的全体的第二次发展第二十	
Filled in by requesting party	Filled in by PF	20	
Date filed : February	20, 2024 Date receive	ed :	
Building/Department : DEPARTMENT	of AGRONDIMY	Name & Signature	
	Designation/		
Requesting party : ED ALVAN L	Request Ref Signature	erence	
Designation/Position : Accoc. Prog. IV			
Contact no./Email ;			
Please check and specify the nature of work requested:			
☐ Vehicle Repair	☐ Carpentry & Furniture Works	☐ Electrical Works	
☐ Welding Works	☑ Plumbing Works	☐ Heating, Ventilating, Air	
Conditioning & Refrigeration Others (specify in the brief description			
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description) below)			
Brief Description of the Nature of Work Requested			
faucets are not working			
INSPECTION (Filled in by PPO Personnel)			
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]			
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance			
Materials/Parts Manpower Requi	red:	Estimated hours/days of repair:	
☐ Available ☐	Available	Schedule of repair:	
□ Not Available □	Not Available		
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign Name and Signature		Name and Signature	
Designation/Position		Designation/Position	
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party			
by PPO Maintenance F	Service Sat	isfaction OVER ALL RATING	
(Name and Signa	ature)	sfied 1. Poor 2. Fair	
Date & Time		Satisfied 3. Good 4. Very	
Started Date & Time	□ 3. Modera	tely Satisfied Good	
Finished		ely Satisfied 5. Excellent	
		Comments & Suggestion	
Checked : PPO Head/Director			
&verified (Name and Signal	HISTORY CO.	gnature	
Notes:			
	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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