



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

Date filed 17 April 2023 Date filed 18 December Date filed		ON			
Building/Department : Bougainvillea Cottage	Filled in by requesting party		Filled in by PP	0	
Bougainvillea Cottage Visayas State University, Lower Capus Visayas State University, Lower Capus MERRY Member Designation/Position Request Reference Number Designation/Position Designation/Position Request Reference Number Designation/Position	Date filed	:17 April 2023	Date received	d	;
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Lower Capus	,	Bougainvillea Cottage			Name & Signature
Lower Capus		Visavas State University,		n "'	
Requesting party MERRY Jichx A. Name & Signature Designation/Position Instructor 1/ Assistant Adviser	Location		Designation/	Position	
Requesting party CAPARS Name & Signature Name & Signature Instructor 1/ Assistant Adviser		Mr. al			3
Requesting party CAPARS		MERRY // DEAM A.	Request Refe	erence	:
Designation/Position Instructor 1/ Assistant Adviser Contact no /Email merry caparas@vsu.edu.ph	Requesting party				
Designation/Position Adviser Manpower Required Not Available Not Satisfied Name & Signation/Position Name & Signation/Position Name & Signative Not Satisfied Name & Signative Notes & Suggestion Name & Signature Name & Signatur	reduceding party	Name & Signature			
Contact no /Email	Designation/Desition	Instructor 1/ Assistant			
Vehicle Repair	Designation/Position	Adviser			
Vehicle Repair	Contact no./Email	: merry.caparas@vsu.edu.ph			
Vehicle Repair					
Welding Works				Florida	11.00 ot o
Machining works Instrumentation equipment Cheeked Comments Cheeked Comments & Time Cheeked Comments & Suggestion Comments	☐ Vehicle Repair	☐ Carpentry &	Furniture Works	Electrica	ai vvorks
Machining works	☐ Welding Works	☐ Plumbing Wo	orks		
Brief Description of the Nature of Work Requested					
Replacement of florescent light and checking of wiring in room 4. Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed the light to study for their midterm exam Note: This is urgent. The students needed:				The second secon	(specify in the brief description
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Date of Inspection:	Note: This is urgent. The	students needed the light to study f	or their midterm ex	am	
Date of Inspection:				*********	
In-House Repair and Maintenance					
Materials/Parts	Date of Inspection:	Time started:	TARATEDIAN Tire		
Available					
Available	☐ In-House Repair a			Repair and Ma	aintenance
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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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Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATIO)N	A MAN TO BE A PARTY	DE MEETSTAN		
Filled in by requesting party		Filled in by PF	75		
Date filed	: 17 April 2023	Date receive	d		
Building/Department	:	Received by			
	Bougainvillea Cottage	_		Name & Signature	
Location	. Visayas State University	, Designation/	Position		
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	/// Colon				
	MERRY JEAN A	. Request Ref	erence	•	
Requesting party	Name & Signature	- Number			
	Instructor 1/ Assistant	L			
Designation/Position	Adviser				
Contact no./Email	: merry.caparas@vsu.edu.ph				
Please check and specify the Vehicle Repair		Furniture Works	Flectrics	al Works	
	A				
☐ Welding Works	☐ Plumbing W	orks		, Ventilating, Air ning & Refrigeration	
☐ Machining works	☐ Instrumental	ion equipment		specify in the brief description	
(Lathe, shaper, drill p			below)	specify in the bher decompositi	
(2000)					
	Brief Description of t	he Nature of Work	Requested		
Repair of rotten wooden to	floors, ceiling, and walls (including	wall patches) in roo	m 1, 2,3, and	4	
		! b -! !- 4b - 4l		alla	
Note: This is urgent. The	student's safety is at risk with seve	rai holes in the floo	r, ceiling, and	walls.	
INSPECTION (Filled in b)					
Date of Inspection:	Time started:	[AM] [PM] Tir	ne ended:	[AM] [PM]	
☐ In-House Repair an		For Outsourcing			
Materials/Parts		Estimated hours/days			
	Manpower Required:		of repair:		
☐ Available	□ Available □ Not Available		Schedule of repair:		
☐ Not Available	Not Available				
Occade stade		Confirmed:			
Conducted:	Committed.		Name and Signature		
PPO IVIAIII	tenance Personnel/Name & Sign			rume and oignature	
	Designation/Position			Designation/Position	
ACCOMPLISHMENT		Filled in by Request	na Party		
Filled in by PPO Personnel		rilled in by Requesti	ny raity		
Conducted		Service Sat	isfaction	OVER ALL RATING	
	PO Maintenance Personnel				
	(Name and Signature)	1. Not Sat		□ 1. Poor □ 2. Fair	
Date & Time	-	_	Satisfied	3. Good 4. Very	
Started .		general control of the control of th	tely Satisfied	☐ 5. Excellent	
Date & Time :			ely Satisfied	J. Exodicit	
- Inioned		S. Extreme	oly Salisileu	Comments & Suggestion	
20.20				John Market & Caggoon on	
Checked . PPO Head/Director				-	
	PPO Head/Director				
&verified :	PPO Head/Director (Name and Signature)	Name &Si	gnature		
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&verified :		Name &Si			

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