



## PHYSICAL PLANT OFFICE

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

Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
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## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party	18% 16 % 15-2-30	Filled in by PPO		
Date filed	September 4, 2024	Date received		
Building/Department	PHYSICS	Received by	Name & Cignoture	
2 62	.0.	+ 1	Name & Signature	
Location	: Upper Campus	Designation/Position		
Requesting party	REV RHIZZA L. AURE	Request Reference	ti .	
requesting party	Name & Signature	Number		
Designation/Position	: Department Head			
Contact no./Email	revrhizza.aure@vsu.edu.ph			
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			
☐ 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				
To install horizontal/hanging bars in DPhys Laboratory Room 1 and Room 2. and repair of falter and chairs in DPhys Pantny.				
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				
Property of the same of the sa			nated hours/days	
☐ Available	☐ Available	Schedule of repair:		
☐ Not Available	□ Not Available			
Conducted: Confirmed:				
Conducted: PPO Mainte	enance Personnel/Name & Sign	Name and Signature		
Designation/Position			Designation/Position	
ACCOMPLICUMENT				
Filled in by PPO Personnel Filled in by Requesting Party				
Conducted		Service Satisfaction	OVER ALL RATING	
by PP	O Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time Started	(Name and Signature)	☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	□ 3. Good □ 4. Very	
Date & Time		☐ 4. Very Satisfied	☐ 5. Excellent	
Finished		☐ 5. Extremely Satisfied	Comments & Suggestion	
Observed			Comments & duggestion	
Checked	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:				
a a		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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