



PHYSICAL PLANT OFFICE

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

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	V					
Filled in by requesting party			Filled in by PPO			
Date filed :	9/27/2023		Date received	Ĭ		
	000 8.222		- An 190			
Building/Department	Warner - 100		Received by	-		
				Name 8	& Signature	
Location : Beside IGP Dorm			Designation/Position	:		
	MARIA TERESA A. CROZ		Descript Deference			
Requesting party			Request Reference Number	•		
Mission as well winds to the	Name & Signature		Trainibol			
Designation/Position Head, IAS						
Contact no./Email						
	the nature of service request					
	olifier, speakers and		Tent installation/s			
microphones)	o No		Setup Legation:			
With Lights? Yes No Setup Location:			Setup Location: No. of tent: Tent size:			
Setup Location: Date & Time Needed:						
Estimated Duration (hrs):			Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)			
Land preparation, plowing & harrowing						
75 20 20 20						
Location/Area covered:		Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)				
Estimated passing trip: Site development, levelling, scrapping &			Installation not considered as repair and maintenance)			
backfilling		xx	xx Machining works (lathe, shaper, drill press & etc.)			
Location:			Landscaping (Design and Installation)			
Hauling (Construction materials, office			Location/Area covered:			
From: To:		Other/s (Specify):				
	d Estimates (<i>Drafting, floor</i>		Other's (Opecity)			
plan/s, material &	cost estimate, site inspection					
and the likes)	Brief Descri	ntion o	f Service Request			
	Dilei Descri	ption	1 Service Request			
	Repair of	Back	door steel gate			
ACCOMPLISHMENT						
Filled in by PPO Personnel Filled in by Requesting Party						
Conducted by :			Service Satisfaction	OVER AL	L RATING	
р	PO Maintenance Personnel (Name and Signature)		Not Satisfied	☐ 1. Poor	2. Fair	
Date & Time	(Name and Signature)			1. Poor	☐ 4. Very	
Started				☐ 3. Good	Good	
Date & Time						
Finished			5. Extremely Satisfied *	☐ 5. Excellent		
				Comments 8	Suggestion	
Checked						
&verified	PPO Head/Director			×.		
(Name and Signature)		Name &Signature				
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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