



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 Date filled in by PPO Date received Date received Date received Date received Date received	REQUEST INFORMATION				
Received by Name & Signature	Filled in by requesting party		Filled in by PPO		
Name & Signature	Date filed	: February 20, 2023	Date received	:	
Requesting party MA. THERESA LORETO Name & Signature Director, ARI Center Contact no /Email mtploreto@vsu.edu.ph Please check and specify the nature of work requested: Welding Works Welding Works Welding works (Lathe, shaper, drill press, etc.) Brief Description of the Nature of Work Requested To check and repair laboratory hotplate and TLDC INSPECTION (Filled in by PPO Personnel) Date of Inspection: Time started: Available Not Available Not Available Not Available Designation/Position Designation/Position Request Reference Number Request Reference Requ	Building/Department		Received by	Name & Signature	
Name & Signature Designation/Position Director, ARI Center Contact no./Email mtploreto@vsu.edu.ph	Location	: Visayas State University	Designation/Position	f	
Designation/Position : Director, ARI Center mtploreto@vsu.edu.ph Please check and specify the nature of work requested:	Requesting party			:	
Please check and specify the nature of work requested: Vehicle Repair	Designation/Position				
Vehicle Repair	Contact no./Email	mtploreto@vsu.edu.ph			
Welding Works	Please check and specify the nature of work requested:				
Machining works (Lathe, shaper, drill press, etc.) Instrumentation equipment Cothers (specify in the brief description below)	☐ Vehicle Repair	☐ Carpentry & F	Furniture Works Electric	al Works	
Brief Description of the Nature of Work Requested	☐ Welding Works	☐ Plumbing Wo	conditioning & Refrigeration		
To check and repair laboratory hotplate and TLDC INSPECTION (Filled in by PPO Personnel)	instrumentation equipment holow				
Date of Inspection:	Brief Description of the Nature of Work Requested				
Date of Inspection:	To check and repair laboratory hotplate and TLDC				
In-House Repair and Maintenance	INSPECTION (Filled in by	PPO Personnel)			
Materials/Parts	Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
Materials/Parts	☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance				
Conducted: PPO Maintenance Personnel/Name & Sign Designation/Position ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) PPO Head/Director (Name and Signature) Not Available Confirmed: Confirmed: Confirmed: Name and Signature Designation/Position Designation/Position OVER ALL RATING DVER ALL RATING DVER A	Materials/Parts		Estimated h		
PPO Maintenance Personnel/Name & Sign Designation/Position Designation/Position		7170110010	Schedule of	f repair:	
ACCOMPLISHMENT Filled in by PPO Personnel Conducted by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & PPO Head/Director (Name and Signature) PPO Head/Director (Name and Signature) Filled in by Requesting Party Service Satisfaction OVER ALL RATING 1. Not Satisfied 2. Slightly Satisfied 3. Good 4. Very Satisfied 5. Extremely Satisfied Comments & Suggestion Name & Signature				Name and Signature	
Filled in by PPO Personnel Filled in by Requesting Party		Designation/Position		Designation/Position	
Filled in by PPO Personnel Filled in by Requesting Party	ACCOMPLISHMENT				
by PPO Maintenance Personnel (Name and Signature) Date & Time Started Date & Time Finished Checked & Very Gatisfied PPO Head/Director (Name and Signature) PPO Head/Director (Name and Signature) PPO Head/Director (Name and Signature) Name & Signature 1. Not Satisfied 2. Slightly Satisfied 3. Good 4. Very Satisfied 5. Extremely Satisfied Comments & Suggestion Name & Signature					
Date & Time Started Date & Time Finished Checked & Very Gatisfied		O Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Finished Checked & verified PPO Head/Director (Name and Signature) A. Very Satisfied Comments & Suggestion Name & Signature		(Name and Signature)	2. Slightly Satisfied	☐ 3. Good ☐ 4. Very	
Checked Sverified : PPO Head/Director (Name and Signature) Name & Signature	Date & Time .		☐ 4. Very Satisfied		
Checked : PPO Head/Director (Name and Signature) Name &Signature	Finished		☐ 5. Extremely Satisfied	Comments & Suggestion	
Notes:	&verified :		Name &Signature		
Designation/Position	Notes:				

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission: Developmen

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.