



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : January 24, 2023

Building/Department : Organic Lab., ARIC

Location : VSU

Requesting party : JEROME O. ARRIBADO

Name & Signature

Designation/Position : Instructor I, Eco-FARMI

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

Request Reference
Number

Please check and specify the nature of service request

- ☐ Audio System (amplifier, speakers and microphones)
With Lights? Yes. ___ No. ___
Setup Location: _____
Date & Time Needed: _____
Estimated Duration (hrs): _____
- ☐ Land preparation, plowing & harrowing
Location/Area covered: _____
Estimated passing trip: _____
- ☐ Site development, levelling, scrapping & backfilling
Location: _____
- ☐ Hauling (Construction materials, office equipment & etc.)
From: _____ To: _____
- ☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

- ☐ Tent installation/s
Setup Location: _____
No. of tent: _____
Tent size: _____
- ☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
- ☒ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
- ☐ Machining works (lathe, shaper, drill press & etc.)
- ☐ Landscaping (Design and Installation)
Location/Area covered: _____
- ☐ Other/s (Specify) : _____

Brief Description of Service Request

- Electrical Outlet Installation at the Organic Lab, ARIC (new building in front of the ECO-FARMI building)

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted by : PPO Maintenance Personnel
(Name and Signature)

Date & Time
Started :

Date & Time
Finished :

Checked & verified : PPO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position