



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: <u>www.vsu.edu.ph</u>

REQUEST INFORMATION	TENANOE DECUEST
Filled in by requesting party	Filled in by PPO
Date filed : May 5, 7025	Date received :
Building/Department : NSTO	Received by Name & Signature
Location : Lower Campus	Designation/Position :
Requesting party : <u>Dario P. Lina</u> Name & Signature	Request Reference : Number
Designation/Position : NSTV Director	
Contact no./Email :	
Please check and specify the nature of work requested:	
	Furniture Works Electrical Works
☐ Welding Works ☐ Plumbing Work	Heating, Ventilating, Air
	Others (specify in the brief description
☐ Machining works ☐ Instrumentation (Lathe, shaper, drill press, etc.)	on equipment helow)
Brief Description of the Nature of Work Requested	
Request for re-paint of the N	15TP Office for ROTC Tactical Inspection on May 24,200
INSPECTION (Filled in by PPO Personnel)	
Date of Inspection: Time started:	[AM] [PM] Time ended:[AM] [PM]
	For Outsourcing Repair and Maintenance
Materials/Parts Manpower Required:	Estimated hours/days of repair:
☐ Available ☐ Available	Schedule of repair:
□ Not Available □ Not Available	
Conducted:	Confirmed:
PPO Maintenance Personnel/Name & Sign	Name and Signature
Designation/Position	Designation/Position
ACCOMPLISHMENT Filled in by PPO Personnel	Filled in by Requesting Party
Conducted by PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
(Name and Signature) Date & Time Started Date & Time	□ 1. Not Satisfied □ 2. Slightly Satisfied □ 3. Moderately Satisfied □ 4. Very Satisfied □ 5. Excellent □ 1. Poor □ 2. Fair □ 3. Good □ 4. Very □ 5. Excellent
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked : PPO Head/Director	
&verified (Name and Signature)	Name &Signature
Notes:	Designation/Position

Vision:

Mission:

A globally competitive university for science, technology, and environmental

conservation

conservation

Development of a highly competitive human resource, cutting-edge scientific

knowledge and innovative technologies for sustainable communities and

environment.

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