



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

PHYSICAL PLANT SERVICE REQUEST FORM

| rilled in by re | questing party | | I med in by FFO | | |
|---|--|--|--|--------------------------------|--|
| Date filed | The state of the s | 27, 2022 | Date received : | | |
| Building/Facil | lity/ | | | | |
| House No/ | | | Received by | | |
| Apartment No Department | | luman Kinetics | | Name & Signature | |
| Location : IHK | | IHK | Designation/ | | |
| | | Dimle | Document | | |
| Requesting party CHARIS B. LIMBO | | | control ; | | |
| OTICINO E | | ector, IHK | number | | |
| Designation/F | Position : Dire | ector, ink | | | |
| Diagna abas | le and specific the nature of service | raquaet | | | |
| Please check and specify the nature of service request | | | | | |
| | System (amplifier, speakers and phones) | Tent insta | allation/s | | |
| | h Lights? Yes No | Setup L | ocation: | 1 | |
| Setup Location: | | No. of t | ent: | | |
| Dat | e & Time Needed: | Tent siz | ze: | | |
| Estimated Duration (hrs): Fabrication/s (new cabinets, furniture, metal works and d | | | | | |
| Land | preparation, plowing & harrowing | | fabrications not considered as repair and maintenance) | | |
| Loca | ation/Area covered: | - Ilistaliatio | | ge, new lock & knobs & other | |
| Estimated passing trip: | | installation not considered as repair and maintenance) | | | |
| | Site development, levelling, scrapping & Machining works (lathe, shaper, drill press & etc.) backfilling | | | | |
| Loc | eation: | Landscap | oing (Design and Insta | allation) | |
| | Hauling (Construction materials, office equipment & etc.) Location/Area covered: | | | | |
| | | | Specify) : | | |
| Plans, Layouts and Estimates (Drafting, floor | | | | | |
| | s, material & cost estimate, site ins he likes) | pection | | | |
| | Brie | f Description of Service | Request | | |
| | Dite | Description of ourview | rioquest | | |
| -Installation Kinetics | n of VSU Quality Policy Statement a | and the VSU Mission-Visi | ons signage at the Of | fice of the Institute of Human | |
| | | | | | |
| | | Filled in by the requesting | ng party after the conduc | t of service request | |
| Conducted | DDO Barranal | Service Satisfac | tion | OVER-ALL RATING | |
| by: | PPO Personnel (Name & Signature) | ☐ 1. Not Satisfied | 1 □ 1 Poo | or 2 Fair | |
| PPO Unit | (Name a dignature) | 2. Slightly Satis | | | |
| TO OIII | | | | - | |
| Checked & | | | _ 3, | | |
| Verified by: | PPO Head/Director | 4. Very Satisfie | | omments & Suggestion | |
| | (Name & Signature) | ☐ 5. Extremely S | atisfied | | |
| | | Name and Sign | ature | | |
| | | | | | |
| | | | | | |

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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