


PHYSICAL PLANT SERVICE REQUEST FORM

<i>Filled in by requesting party</i>	
Date filed	: September 29, 2022
Building/Facility/ House No/ Apartment No./ Department	: Department of Agronomy
Location	: ATEP AREA
Requesting party	:  RUTH O. ESCASINAS
Designation/ Position	: Department Head

<i>Filled in by PPO</i>	
Date received	:
Received by	
	Name & Signature
Designation/ Position	:
Document control 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*) : Saw and cut Antipolo tree for department repair and maintenance (rooms and offices)

Brief Description of Service Request

1. Tarpaulin Frame Fabrication

Conducted by: _____
PPO Personnel
(Name & Signature)

PPO Unit

Checked &
Verified by: * PPO Head/Director
(Name & Signature)

Filled in by the requesting party after the conduct of service request	
Service Satisfaction	OVER-ALL RATING
<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestion
Name and Signature	