



## PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## REPAIR AND MAINTENANCE REQUEST

September 13, 2024   Filled in by requesting party   Date filed   September 13, 2024   Date received   September 13, 2024   Date received   September 13, 2024   Department of Agronomy   Screenhouse   Part   Par	Name & Signature
Building/Department  Department of Agronomy Screenhouse  Near Department of Agronomy  Location  Department of Agronomy  Designation/Position  Requesting party  Request Reference	Name & Signature
Location : Department of Agronomy   Consideration   Considerat	Name & Signature
Location : Department of Agronomy Designation/Position :  Requesting party : LUZ G. ASIO Request Reference :	Name & Signature
Requesting party Number	
VI 10-10-10-10-10-10-10-10-10-10-10-10-10-1	
Designation/Position : Head, DA	
Contact no./Email :	
Please check and specify the nature of work requested:	
□ Vehicle Repair □ Carpentry & Furniture Works □ Electrical Works	s
☐ Welding Works ☐ Plumbing Works ☐ Heating, Ventila conditioning & F	Refrigeration
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify below)	in the brief description
Brief Description of the Nature of Work Requested	
To check and repair the non-functional faucets at the Department of Agrono	omy Screenhouse.
INSPECTION (Filled in by PPO Personnel)	
Date of Inspection: Time started: [AM] [PM] Time ended: [AM]	M1 (PM1
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance	
Entimated 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	nation/Position
ACCOMPLISHMENT	
Filled in by PPO Personnel Filled in by Requesting Party	
Conducted by PPO Maintenance Personnel Service Satisfaction	OVER ALL RATING
Started 3. Moderately Satisfied	Poor 2. Fair Good 4. Very Good
Date & Time Finished 4. Very Satisfied 5. Extremely Satisfied	Excellent
	omments & Suggestion
Checked : PPO Head/Director : (Name and Signature)	
Notes:	
Designation/Position	

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission: De

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

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No.