



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party	. Feb. 01 2023	Filled in by PPO		
Date filed	: Feb- 01, 2020	Date received	:	
		Described by		
Building/Department	i Colomo	Received by		Name & Signature
	Dept. of all science			Name & Signature
Location	: Ched house CV.	Designation/Po	osition :	
	· MAELLA ASOY	Request Refer	ence :	
Requesting party	Name & Signature	Number		
Designation/Desition				
Designation/Position	: Lab. Tech I			
Contact no./Email	: 011258/674			
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry &	Furniture Works	Electrica	l Works
		☐ Heating, Ventilating, Air		
☐ Welding Works	☐ Plumbing W	orks conditioning & Refrigeration		
☐ Machining works ☐ Instrumentation equipment ☐ Others (specify in the brief description				
(Lathe, shaper, drill pres			below)	
	Brief Description of t	he Nature of Work R	Requested	
Electrical line repair - connuction to the lamp-				
INSPECTION (Filled in by PPO Personnel)				
	Time started:	[AM] [PM] Time	ended:	[AM] [PM]
InEllouse Repair and Maintenance For Outsourcing Repair and Maintenance				
			Estimated hours/days	
Materials/Parts	Manpower Required.		of repair:	
	— • • • • • • • • • • • • • • • • • • •		Cabadula of	ronaire
☐ Available	Available		Schedule of	repair:
☐ Available ☐ Not Available	□ Available □ Not Available		Schedule of	repair:
☐ Not Available			Schedule of	repair:
☐ Not Available	☐ Not Available		Schedule of	Name and Signature
☐ Not Available			Schedule of	Name and Signature
□ Not Available Conducted: PPO Main	☐ Not Available		Schedule of	
Not Available Conducted: PPO Mail	□ Not Available Internance Personnel/Name & Sign		Schedule of	Name and Signature
Not Available Conducted: PPO Main Des	□ Not Available Internance Personnel/Name & Sign			Name and Signature
Not Available Conducted: PPO Mail	□ Not Available Internance Personnel/Name & Sign	Confirmed: Filled in by Requesting	ı Party	Name and Signature Designation/Position
Onducted: PPO Main PPO Main Des ACCOMPLISHMENT Filled in by PPO Personnel	□ Not Available Internance Personnel/Name & Sign Isignation/Position	Confirmed:	ı Party	Name and Signature
Onducted: PPO Main PPO Main Des ACCOMPLISHMENT Filled in by PPO Personnel	Not Available Internance Personnel/Name & Sign Isignation/Position PPO Maintenance Personnel	Confirmed: Filled in by Requesting Service Satis	Party	Name and Signature Designation/Position
Not Available Conducted: PPO Main De: ACCOMPLISHMENT Filled in by PPO Personnel Conducted by	□ Not Available Internance Personnel/Name & Sign Isignation/Position	Confirmed: Filled in by Requesting Service Satis 1. Not Satisf 2. Slightly Sa	Party faction fied atisfied	Name and Signature Designation/Position OVER ALL RATING 1. Poor 2. Fair 4. Very
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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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