



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: 17 March 2022
Building/Facility/ House No/ Apartment No./ Department	:
Location	:
Requesting party	: CHARLIE S. ANDAN
	Name & Signature
Designation/ Position	: Head, DMet

Filled in by PPO	
Date received	:
Received by	:
	Name & Signature
Designation/ Position	:
Maintenance control number	:

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input checked="" type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input checked="" type="checkbox"/> Others (specify):
Repainting of the head's office table		

Materials/Supplies/Parts:

☒ Available

☐ Not Available

Brief Description of Repair and Maintenance
<p>Fabrication of cabinets for the Department of Meteorology: One (1) book shelf for the room of the department head. One (1) book shelf for the laboratory room of Meteorology One (1) overhead cabinet for the mini kitchen of the admin office of Meteorology</p>

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Conducted
by:

PPO Personnel
(Name & Signature)

PPO Unit

Checked &
Verified by:

PPO Head
(Name & Signature)

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