



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DIRECTOR FOR
PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041 (LOCAL)
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REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	May 23, 2022
Building/Facility/	
House No/	
Apartment No./	NARC
Department	
Location	
Requesting party	FLORA MIA Y. DUATIN
Designation/	Name & Signature
Position	Project Leader

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

Please check and specify the nature of work requested	
☐ Vehicle Repair	☐ Carpentry & Furniture Works
☐ Welding Works	☐ Plumbing Works
☐ Machining works	☐ Instrumentation equipment
(lathe, shaper, drill press, etc.)	
☐ & Laboratory instrument	
☐ Electrical Works	☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Others (specify):	
☐ Available ☐ Not Available	

Brief Description of Repair and Maintenance	
To check cooling system of aircondition unit @ NARC Library	
Part/Supplies/Materials Required	Manpower Requirement
Estimated hours/days to finished	
Filled in by PPO/personnel	

Conducted by:	PPO Personnel	(Name & Signature)
PPO Unit		
Checked & Verified by:	PPO Head	(Name & Signature)
Service Satisfaction		
1. ☐ Not Satisfied		
2. ☐ Slightly Satisfied		
3. ☐ Moderately Satisfied		
4. ☐ Very Satisfied		
5. ☐ Extremely Satisfied		
Name and Signature		
OVER-ALL RATING		
1. ☐ Poor		
2. ☐ Fair		
3. ☐ Good		
4. ☐ Very Good		
5. ☐ Excellent		
Comments & Suggestion		
Filled in by the requesting party after the conduct of repair and maintenance		