



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: MARCH 8, 2022
Building/Facility/ House No/ Apartment No./ Department	: DEPARTMENT OF SOIL SCIENCE
Location	: ROOM 206
Requesting party	: MARK ANTHONY BARBADILLO
Designation/ Position	: INSTRUCTOR

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

Note:

- Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for maintenance team
- One (1) job request in every of PPO unit
- Job request control number is required.

Please check and specify the nature of work requested

- | | | |
|--|---|---|
| <input type="checkbox"/> Vehicle Repair | <input type="checkbox"/> Carpentry & Furniture Works | <input type="checkbox"/> Electrical Works |
| <input type="checkbox"/> Welding Works | <input checked="" 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 type="checkbox"/> Others (specify): |

Brief Description of Repair and Maintenance

Five (5) Damaged faucets ; Leakage (sink) - CHECK AND REPAIR

Materials/Supplies/Parts:

☐ Available

☐ Not Available

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

Inspected
by:

PPO Maintenance

Checked
& Verified
by:

PPO Unit Head

Approved
by:

PPO Director