



OFFICE OF THE DIRECTOR FOR **PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES

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

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party	· · · · · · · · · · · · · · · · · · ·	Filled in by PPO		
Date filed	: February 17, 2023	Date received	:	
Building/Department	Advanced Research Innovation Center	Received by	Name & Signature	
Location	: Visayas State University	Designation/Position	:	
Requesting party	MA. THERESA P. LORETO	Request Reference Number	:	
Designation/Position	Name & Signature : Director, ARI Center			
Contact no./Email	: mtploreto@vsu.edu.ph			
Please check and specify the nature of work requested:				
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works				
☐ Welding Works	☐ Plumbing Wo	Conditioning & Reingeration		
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
To check and repair sound system speaker				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance				
Materials/Parts	Manpower Required:	Estimated h	Estimated hours/days of repair: Schedule of repair:	
☐ Available ☐ Not Available	☐ Available ☐ Not Available	Schedule o		
Conducted: Confirmed: Name and Signature			Name and Signature	
PPO Maintenance Personnel/Name & Sign Name and Signature		Name and Signature		
	Designation/Position		Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel Filled in by Requesting Party				
Conducted	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
by P	(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time :		☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 3. Good ☐ 4. Very Good	
Date & Time		4. Very Satisfied	☐ 5. Excellent	
Finished :		☐ 5. Extremely Satisfied	Comments & Suggestion	
	*		Comments & Suggestion	
Checked :	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:				
		Designation/Position		
		, N		

Vision:

Mission:

A globally competitive university for science, technology, and environmental

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Page 1 of 1

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