



## REPAIR AND MAINTENANCE REQUEST

| Filled in by requesting party                                   |                         |
|---|-------------------------|
| Date filed  | : Dec. 10, 2021         |
| Building/Facility/<br>House No/<br>Apartment No./<br>Department | :                       |
| Location  | : Cash Division, Admin. |
| Requesting party  | : Queen-ever Atupan     |
| Designation/<br>Position  | : Head, Cash Division   |

| Filled in by PPO              |                  |
|-------------------------------|------------------|
| Date received                 | :                |
| Received by                   | :                |
|                               | Name & Signature |
| Designation/<br>Position      | :                |
| Maintenance<br>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 type="checkbox"/> Plumbing Works  | <input checked="" type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration |
| <input type="checkbox"/> Machining works<br>(lathe, shaper, drill press, etc.) | <input type="checkbox"/> Instrumentation<br>equipment<br>& Laboratory instrument | <input type="checkbox"/> Others (specify):   |
|  |  | Air<br>Conditioning  |

### Brief Description of Repair and Maintenance

Materials/Supplies/Parts: ☐ Available ☐ Not Available

Filled in by PPO personnel

| Part/Supplies/Materials<br>Required | Manpower Requirement | Estimated hours/days to<br>finished |
|-------------------------------------|----------------------|-------------------------------------|
|                                     |                      |                                     |
|                                     |                      |                                     |
|                                     |                      |                                     |
|                                     |                      |                                     |

Inspected  
by:

PPO Maintenance

Checked  
& Verified  
by:

PPO Unit Head

Approved  
by:

MARIO LILIO P. VALENZONA  
PPO Director

**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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No.