



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

Filled in by requesting party				Filled in by PPO				
Date filed	: December	15,2022		Date received	:			
Building/Facility House No/ Apartment No./ Department		ISRDS		Received by	,	Name	& Signature	
Location	: VSU, V	ísca, Baybay (ity Designation/ Position		:			
Requesting par	Name & Signate		CONTROL DUMBA			weeken went weeken weeken were were		
Designation/ Position	: Science Re	search Specia	list					
Please check and	d specify the nature of v	work requested						
☐ Vehicle Re	pair	☐ Carr	entry & Furn	iture Works		Electrical Work	s	
☐ Welding Works ☐ F			Plumbing Works			Heating, Ventill conditioning &	Refrigeration	
			nstrumentation equipment & Laboratory instrument			Others (specify	'): 	
Materials/Supp	olies/Parts:	☐ Availa	ble			Not Available	1	
		Brief Descrip	tion of Repa	ir and Maintena	nce			
	air aircon unit at ISRI	OS-BIDANI room						
Filled in by PPO personnel								
	Materials Required	Man	power Requi	rement		Estimated hours	s/days to finished	
		Man	power Requi	rement		Estimated hours	s/days to finished	
		Man	power Requi	rement		Estimated hours	s/days to finished	
		Man	power Requi	rement		Estimated hour	s/days to finished	
		Man	power Requi	rement		Estimated hours	s/days to finished	
Part/Supplies/I								
Part/Supplies/I		Fi	lled in by the re	rement equesting party after		onduct of repair a	nd maintenance	
Part/Supplies/I	Materials Required	nel ture)	lled in by the re Service S	equesting party afte	er the c	onduct of repair a	nd maintenance L RATING	
Part/Supplies/I	Materials Required PPO Personi	nel ture)	lled in by the re Service S	equesting party afte atisfaction atisfied	□ 1.	onduct of repair a OVER-ALI - Poor	nd maintenance L RATING □ 2 Fair	
Part/Supplies/I	Materials Required PPO Personi	nel ture)	Service S 1. Not S 2. Slight	equesting party afte	□ 1. □ 3.	onduct of repair a OVER-ALI - Poor - Good	nd maintenance L RATING	
	PPO Personi (Name & Signa	nel fure)	Service S 1. Not S 2. Slight 3. Mode	equesting party after atisfaction atisfied ly Satisfied rately Satisfied	□ 1. □ 3.	onduct of repair and OVER-ALI - Poor - Good - Excellent	nd maintenance L RATING 2 Fair 4 Very Good	
Conducted — PPO Unit	Materials Required PPO Personi	nel fure)	Service S 1. Not S 2. Slight 3. Mode 4. Very S	equesting party after atisfaction atisfied ly Satisfied	□ 1. □ 3.	onduct of repair and OVER-ALI - Poor - Good - Excellent	nd maintenance L RATING □ 2 Fair	
Part/Supplies/I Conducted — PPO Unit Checked &	PPO Personi (Name & Signa	nel ture)	Service S 1. Not S 2. Slight 3. Mode 4. Very S 5. Extrem	equesting party after atisfaction atisfied ly Satisfied rately Satisfied Satisfied	□ 1. □ 3.	onduct of repair and OVER-ALI - Poor - Good - Excellent	nd maintenance L RATING 2 Fair 4 Very Good	

Vision: Mission: