



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	Fil	ed in by PPO	
Date filed : 427 2 Building/Facility/ House No/ Apartment No./ Department		ceived by Name & Si	ignature
Requesting party : Max ov	Dampies Macco	signation/ sition intenance : introl number	
Please check and specify the nature of w	ork requested		
□ Vehicle Repair □ Carpentry & Furniture Works □ Electrical Works □ Welding Works □ Plumbing Works □ Heating, Ventilating, Air conditioning & Refrigeration □ Machining works (lathe, shaper, drill press, etc.) □ Instrumentation equipment & Laboratory instrument □ Others (specify):			
Materials/Supplies/Parts:	☐ Available	☐ Not Available	
Loss compression of toilet tank and shut-off Valve.			
Filled in by PPO personnel			
Part/Supplies/Materials Required	Manpower Requirem	ent Estimated hours/da	lys to finished
Filled in by the requesting party after the conduct of repair and maintenance			
Conducted by: PPO Personr		faction OVER-ALL RA	ATING
PPO Unit (Name & Signa	1. Not Satis	, 55.	☐ 2 Fair
Checked &	2. Slightly S	atisfied 3 Good 5 Excellent	4 Very Good
Verified by: PPO Head (Name & Signa	4. Very Sati	sfied Comments & S / Satisfied	uggestion
	Name and S	gnature	