



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

DECLIES TIME (JUMA III)	N		
REQUEST INFORMATIO	N	Filled in by PPO	
Filled in by requesting party Date filed	: January 06, 2025	Date received :	
Building/Department	: Department of Agronomy	Received by	Name & Signature
Location	DA Rm-202	Designation/Position	
Requesting party	LUZ ASIO Name & Signature	Request Reference Number	
Designation/Position Contact no./Email	: Head, DA		
Please check and specify th	e nature of work requested:		
☐ Vehicle Repair	Carpentry &	Furniture Works	
☐ Welding Works	☐ Plumbing W	Heating, Ventilating, Air conditioning & Refrigeration Others (specify in the brief description	
☐ Machining works (Lathe, shaper, drill p	oress, etc.) & Laboratory	tion equipment below) y instrument	opeon, in the
	Brief Description of	the Nature of Work Requested	
WOREOTION /Filled in b	To check and repair the leakage o		
	Time started:	[Alvi] [Fivi] Time ended.	aintenance
☐ In-House Repair a	T T	For Outsourcing Repair and Maintenance	
	The state of the s		
Materials/Parts	Manpower Required:	of repair:	of renair:
☐ Available	Available	of repair:	of repair:
The Committee of the Co		of repair:	of repair:
☐ Available ☐ Not Available Conducted:	Available	Confirmed:	Name and Signature
☐ Available ☐ Not Available Conducted:	□ Available □ Not Available	Schedule	
☐ Available ☐ Not Available Conducted: PPO Mai	Available Not Available Intenance Personnel/Name & Sign	Schedule	Name and Signature
□ Available □ Not Available Conducted: □ PPO Mai	Available Not Available Intenance Personnel/Name & Sign	Schedule	Name and Signature
□ Available □ Not Available Conducted: PPO Mai ACCOMPLISHMENT Filled in by PPO Personnel	Available Not Available Intenance Personnel/Name & Sign Designation/Position	Confirmed:	Name and Signature
Available Not Available Conducted: PPO Mai ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time	Available Not Available Intenance Personnel/Name & Sign	Confirmed: Filled in by Requesting Party	OVER ALL RATING 1. Poor 2. Fair 4. Very
Available Not Available Conducted: PPO Mai ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started Date & Time	Available Not Available Intenance Personnel/Name & Sign Designation/Position PPO Maintenance Personnel	Confirmed: Filled in by Requesting Party Service Satisfaction 1. Not Satisfied	OVER ALL RATING OVER ALL RATING 1. Poor 2. Fair 4. Very Good 5. Excellent
Available Not Available Conducted: PPO Mai ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started	Available Not Available Intenance Personnel/Name & Sign Designation/Position PPO Maintenance Personnel	Confirmed: Filled in by Requesting Party Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	OVER ALL RATING 1. Poor 2. Fair 4. Very Good
Available Not Available Conducted: PPO Mai ACCOMPLISHMENT Filled in by PPO Personnel Conducted by Date & Time Started Date & Time	Available Not Available Intenance Personnel/Name & Sign Designation/Position PPO Maintenance Personnel	Confirmed: Filled in by Requesting Party Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied	Name and Signature Designation/Position OVER ALL RATING 1. Poor 2. Fair 4. Very Good 5. Excellent

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

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

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