



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph

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

PHYSICAL PLANT SERVICE REQUEST FORM

| REQUEST INFORMATION | | | | | | |
|--|---|------------|---|--|---|-------------------------------------|
| Filled in by requesting party | Eab 20 2024 | | Filled in by PPO Date received | | | |
| Date filed : | Feb. 29, 2024 | | Date received | | • | |
| Building/Department : | | 1 | Received by | | | |
| | Dept. of Economics | · / | | | Name 8 | & Signature |
| Location : | Upper Campus | 1 | Designation/Po | osition | • | |
| Requesting party : | ZYRA MAY H. CENTIII Name & Signature | NO | Request Refer | rence | : | |
| Designation/Position : | Head, DeEcon | | | | | |
| Contact no./Email | | | | | | |
| Please check and specify | the nature of service request | t | | | | |
| microphones) With Lights? Yes Setup Location: Date & Time Nee Estimated Durati Land preparation, Location/Area con Estimated passin Site development, backfilling Location: Hauling (Construct equipment & etc.) From: Plans, Layouts and | eded: ion (hrs): plowing & harrowing vered: g trip: levelling, scrapping & tion materials, office To: d Estimates (Drafting, floor | | abrications not constallation/s (tarpostallation not constallation not constallation not constallation) works and scaping (Descotion) Area constallations are constallations. | w cabinets, onsidered a coaulin, sign and Income and In | furniture, metal was repair and maint nage, new lock & s repair and mainte per, drill press & et | enance) knobs & other enance) |
| plan/s, material & and the likes) | cost estimate, site inspection | | | | | _ |
| and the likesy | Brief Descr | ription of | Service Reques | st | | |
| ACCOMPLISHMENT Filled in by PPO Personnel | 1. Fabricatio | | d frame for glas | | (ligent! | (!) |
| | I. | | Sandas Catisfa | ation | OVERALI | DATING |
| Conducted by : Pi Date & Time Started Date & Time Finished | PO Maintenance Personnel (Name and Signature) | 0000 | Slightly Sati Moderately Very Satisfi | d isfied Satisfied ed | OVER ALI 1. Poor 3. Good 5. Excellent Comments 8 | 2. Fair 4. Very Good |
| Checked | | | | | | |
| &verified : | PPO Head/Director (Name and Signature) | | Name &Signa | iture | | |
| Notes: | (italio dio cignataro) | | rame deigna | itaro | | |
| 10.03. | | | Designation/Po | sition | | |
| | | 1 | | | | |

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. DOE - 2024-0]