



## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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## REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party		Filled in by PPO		
Date filed	3/6/23	Date received	*	
Building/Department	Warner Apartment # 100	Received by	Name & Signature	
Location :	Back of VSU Market	Designation/Position	:	
	MARIA TERESA A. CRUZ			
Requesting party	Name & Signature	Request Reference Number	•	
Designation/Position	HEAD, IASO			
Contact no./Email				
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry & I		Heating, Ventilating, Air conditioning & Refrigeration	
☐ Welding Works	☐ Plumbing Wo	conditio		
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument  ☐ Others (specify in the brief description below)  ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
Kitchen sink drainage must be connected to the septic tank or closed canal. Currently, the kitchen sink drain pipe is not connected.				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
	In-House Repair and Maintenance			
Materials/Parts	Manpower Required:	of repair:	of repair:	
☐ Available	□ Available	Schedule of	Schedule of repair:	
□ Not Available	□ Not Available			
Conducted: PPO Mainte	enance Personnel/Name & Sign	Confirmed:	Name and Signature	
	Designation/Position		Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted by PP	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
-	(Name and Signature)	1. Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time :		☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied	☐ 3. Good ☐ 4. Very Good	
Date & Time		☐ 4. Very Satisfied		
Finished :		☐ 5. Extremely Satisfied	5. Excellent	
			Comments & Suggestion	
Checked	PPO Head/Director	MARIA TERESA A. CRUZ		
&verified .	(Name and Signature)	Name &Signature		
Notes:		Head, IASO Designation/Position	-	
		Designation/Fosition		

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission: Devel

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

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