



## REPAIR AND MAINTENANCE REQUEST

**REQUEST INFORMATION***Filled in by requesting party*

Date filed : August 22, 2024

Building/Department : ISRDS

Location : ISRDS Faculty Room

Requesting party : LILIAN B. NUNEZ  
Name & Signature

Designation/Position : Asso. Prof V

Contact no./Email :

*Filled in by PPO*

Date received :

Received by

Name &amp; Signature

Designation/Position :

Request Reference  
Number*Please check and specify the nature of work 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 in the brief description  
below)**Brief Description of the Nature of Work Requested**

Check and transfer aircon unit of GRC room to ISRDS Faculty Room and conduct maintenance cleaning of aircon units.

**INSPECTION (Filled in by PPO Personnel)**

Date of Inspection: \_\_\_\_\_ Time started: \_\_\_\_\_ [AM] [PM] Time ended: \_\_\_\_\_ [AM] [PM]

☐ In-House Repair and Maintenance☐ For Outsourcing Repair and Maintenance

Materials/Parts

Manpower Required: \_\_\_\_\_

Estimated hours/days  
of repair:☐ Available☐ Available

Schedule of repair: \_\_\_\_\_

☐ Not Available☐ Not AvailableConducted: \_\_\_\_\_  
PPO Maintenance Personnel/Name & SignConfirmed: \_\_\_\_\_  
Name and Signature

Designation/Position

Designation/Position

**ACCOMPLISHMENT***Filled in by PPO Personnel*Conducted  
by : \_\_\_\_\_  
PPO Maintenance Personnel  
(Name and Signature)Date & Time  
StartedDate & Time  
FinishedChecked  
& verified : \_\_\_\_\_  
PPO Head/Director  
(Name and Signature)

Notes:

*Filled in by Requesting Party***Service Satisfaction****OVER ALL RATING**

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

- ☐ 1. Poor ☐ 2. Fair  
☐ 3. Good ☐ 4. Very  
Good  
☐ 5. Excellent

**Comments & Suggestion**

Name &amp; Signature

Designation/Position