



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

REQUEST INFORMATION				
Filled in by requesting party			0	
Date filed :	August 22, 2024	Date receive	d	:
Building/Department :	ISRDS	Received by		Name & Signature
Location :	ocation : ISRDS Faculty Room Desig			
	LILIAN B. NUNEZ	Poswoot Bof		
Requesting party :	Name & Signature	Request Refe		
Designation/Position :	Asso. Prof V			
Contact no./Email	7,655.776.7			
Please check and specify the nature of work requested: Carpentry & Furniture Works Electrical Works				
☐ Vehicle Repair	☐ Carpentry & F	a latitude voord		
☐ Welding Works	☐ Plumbing Wo	conditioning & Reingeration		
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
President / /				
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 Estimated hours/days				
Materials/Parts	Manpower Required:		of repair:	
☐ Available	□ Available □ Not Available		Schedule of repair:	
□ Not Available □ Not Available				
Conducted: when the size of the process of the process of the Confirmed:				
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature				
Designation/Position Designation/Position				Designation/Position
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				usu susucenear
As ravorably pridorsed and recommended to the vice reading of respect of			BLOD STATEMENTOR	
Conducted PP	O Maintenance Personnel	Service Sati	sfaction	OVER ALL RATING
Dear Dr. Yap:	(Name and Signature)	☐ 1. Not Satisfied		☐ 1. Poor ☐ 2. Fair
Date & Time		☐ 2. Slightly S		☐ 3. Good ☐ 4. Very Good
Date & Time	A LEATE			☐ 5. Excellent
Finished	ADAV			
Dr Karen Luz P.	(ap	Comments & Suggestion		
Checked . ———	PPO Head/Director			
&verified ·	(Name and Signature)	Name &Siç	nature	
Notes:		Designation/Position		
	ž.	4		

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.

Page 1 of 1 FM-PPO-09 V01-01-20-2023