



PHYSICAL PLANT OFFICE

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

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATIO	N				
Filled in by requesting party			Filled in by PPO		
Date filed	: 22 Nov 2023		Date received	:	
Building/Department	:		Received by		
	RDEI Hall			Name & Signature	
Location	: RDEI Building		Designation/Position	:	
	- To E. Bananig			·	
Requesting party	. CHARLIE S. ANDAN		Request Reference	:	
rroquesting party	Name & Signature		Number		
Designation/Position	: Head, Dept of Meteorolo	gy			
Contact no./Email		-			
Please check and specify the nature of service request					
Audio System (amplifier, speakers and					
microphones)	ipililer, speakers and	1	ent installation/s		
With Lights? Ye	es/_ No		Setup Location:		
Setup Location:	RDEI hall		No. of tent:		
Date & Time Ne	eded: Nov. 25, 2023		Tent size:		
Estimated Dura	tion (hrs): <u>8 hrs</u>		abrication/s (new cabinets	, furniture, metal works and other	
Land preparation, plowing & harrowing			fabrications not considered as repair and maintenance)		
· · ·	•				
	overed:			nage, new lock & knobs & other	
·	ng trip:		nstallation not considered a	s repair and maintenance)	
1 1 1	, levelling, scrapping &		Machining works (lathe, sha	per, drill press & etc.)	
☐ backfilling				p = 1, a.m. p = 222 a. 2323,	
Location:			andscaping (Design and In	stallation)	
Hauling (Construction materials, office					
equipment & etc.)		L	Location/Area covered:		
			Other/s (Specify) : LED w	vall at RDFI	
Plans, Layouts and Estimates (<i>Drafting, floor</i>					
plan/s, material & cost estimate, site inspection					
and the likes)					
Brief Description of Service Request					
To use during the Met4You activity					
ACCOMPLISHMENT					
Filled in by PPO Personnel Filled in by Requesting Party					
			Service Satisfaction	OVER ALL RATING	
Conducted by :	PPO Maintenance Personnel		Service Satisfaction	OVER ALL RATING	
·	(Name and Signature)		Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	,		Slightly Satisfied	☐ 4. Very	
Started :			Moderately Satisfied	☐ 3. Good Good	
Date & Time			4. Very Satisfied		
Finished :			,	☐ 5. Excellent	
			,	Comments & Suggestion	
Chaolad				33	
Checked . ———————————————————————————————————	PPO Head/Director				
Q V ET ITIEU	(Name and Signature)		Name &Signature		
Notes:					
			Designation/Position	1	
			Designation/Fusition		
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