



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	N					
Filled in by requesting party				Filled in by PPO		
Date filed	May 31, 2024	Date received	Date received :			
Building/Department	ilding/Department :		Received by			
	A A 1 /			Name & Signature		
Location	ÉCO FARMI		Designation/Position : Request Reference : Number			
Requesting party	JEROME O. ARRIBADO Name & Signature	. The state of the				
Designation/Position	Director			1.04		
Contact no./Email						
Please check and specify the	nature of work requested:					
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works						
☐ Welding Works	☐ Plumbing V	/orks	rks Heating, Ventilating, Air conditioning & Refrigeration			
☐ Machining works (Lathe, shaper, drill pre	Machining works Instrumentation equipment & Laboratory instrument Lathe, shaper, drill press, etc.) Others (specify in the brief description below)					
Repair &	Brief Description of	the Nature of Work F	Requested			
 Maintenance of Transfer of one 	Air conditioning unit. (1) air conditioning unit from G (1) air conditioning unit from G	ISSU computer area	to GISSU H	lead Office		
INSPECTION (Filled in by						
	Time started:	[AM] [PM] Time	e ended:	[AM] [PM]		
	Maintenance					
	Manpower Required:		Estimated h	stimated hours/days		
☐ Available	☐ Available		Schedule of repair:			
☐ Not Available	□ Not Available					
Conducted:	*	Confirmed:				
PPO Mainte	enance Personnel/Name & Sign		Name and Signature			
	Designation/Position	-		Designation/Position		
ACCOMPLISHMENT						
Filled in by PPO Personnel Filled in by Requesting Party						
Conducted	O Maiatana and Damana I	Service Satis	faction	OVER ALL RATING		
by PP	O Maintenance Personnel (Name and Signature)	☐ 1. Not Satisf	fied	☐ 1. Poor ☐ 2. Fair		
Date & Time Started	,	2. Slightly Sa		☐ 3. Good ☐ 4. Very Good		
Date & Time		☐ 4. Very Satis☐ 5. Extremely	sfied	☐ 5. Excellent		
A		D 5. Extremely	Jansheu	Comments & Suggestion		
Checked . —	PPO Head/Director					
&verified	(Name and Signature)	Name &Sigr	nature			
Notes:		Designation/F	Position			

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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