



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		Filled in by PP	0		
Date filed	: _ August 22, 2024	Date received	Date received :		
Building/Department	: ISRDS	Received by	Received by Name & Signature		
Location	: ISRDS	Designation/F	Designation/Position :		
Requesting party	: LILIAN B. NUÑEZ More	Request Refe Number	Request Reference : Number		
Designation/Position Contact no./Email	Director	-			
Please check and specify the nature of work requested: ☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works					
☐ Welding Works	disa Warks Heating, Ventilating, Air				
☐ Machining works (Lathe, shaper, drill p	☐ Instrumentation	conditioning & Refrigeration ☐ Instrumentation equipment			
Brief Description of the Nature of Work Requested Check electrical connection at the parking space and install additional light bulb at the corner of ISRDS building					
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		
☐ Available ☐ Not Available	☐ Available ☐ Not Available		Schedule of repair:		
Conducted: Confirmed:					
PPO Main	Name and Signature				
Designation/Position		-	Designation/Position		
ACCOMPLISHMENT					
Filled in by PPO Personnel Filled in by Requesting Party					
Conducted		Service Satis	sfaction	OVER ALL RATING	
by . F	PPO Maintenance Personnel (Name and Signature)	☐ 1. Not Satis	find	☐ 1. Poor ☐ 2. Fair	
Date & Time	(Ivame and Signature)	2. Slightly S	Satisfied	3. Good 4. Very	
Started Date & Time		4. Very Sati	ely Satisfied isfied	☐ 5. Excellent	
Finished		,	y Satisfied		
				Comments & Suggestion	
Checked .	PPO Head/Director				
Notes:	(Name and Signature)	Name &Sig	Name &Signature		
, 13100.		Designation/Position			
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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.