



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

REPAIR AND MAINTENANCE REQUEST

illed in by requesting party		Filled in by PPC	
ate filed : 🛵 🥱 uilding/Facility/	.202	Date received	
House No/ Apartment No./ Department	f nureing	Received by	Name & Signature
	Company	Designation/ Position	
Requesting : 12 145	ACOT TO	Maintenance control number	:
Designation/ Seow/Position			
Note: i. Three (3) copies: (1) fo ii. One (1) job request in a iii. Job request control nur	every of PPO unit	or PPO unit Head &	(1) for maintenance team
Please check and specify the nature o	of work requested		
☐ Vehicle Repair	☐ Carpentry & Furniture Works ☐ Plumbing Works		☐ Electrical Works ☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Welding Works			
			Others (specify):
Machining works (lathe, shaper, drill press, e	equipment	oratory	Others (specify):
	equipment & Labo	pratory	Others (specify):
(lathe, shaper, drill press, e	equipment & Labo	pratory	
(lathe, shaper, drill press, e	equipment etc.) & Labo instrument Description of Re	pratory epair and Maint	
(lathe, shaper, drill press, e	equipment etc.) & Labo instrument Description of Re	pratory epair and Maint	enance
Brief Tracing of water fife Materials/Supplies/Parts: Filled in by PPO personnel	equipment etc.) & Labo instrument Description of Re	pratory epair and Maint	enance hardwashij ark,
(lathe, shaper, drill press, e	equipment etc.) & Labo instrument Description of Re	epair and Maint	enance hardwasterj arx.
Brief Tracing of water fife Materials/Supplies/Parts: Filled in by PPO personnel Part/Supplies/Materials	equipment & Labo instrument Description of Re Suply Available	epair and Maint	enance hardwashey are, Not Available Estimated hours/days to
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Vision:

A globally competitive university for science, technology, and environmental

Mission:

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conservation.

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.