



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

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	: May 5, 2023	Date received	:
Building/Department	:	Received by	Name & Signature
Location	: Eco-FARMI building	Designation/Position	:
Requesting party Designation/Position Contact no./Email	JEROME O. ARRIBADO Name & Signature Director	Request Reference Number	:
Please check and specify the nature of work requested:			
 □ Vehicle Repair □ Carpentry & Furniture Works □ Welding Works □ Electrical Works □ Heating, Ventilating, Air conditioning & Refrigeration 			iting, Ventilating, Air ditioning & Refrigeration
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
Replacement of the unserviceable air-conditioning unit with a functional one.			
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 of repair: Schedule of repair:	
☐ Available	☐ Available		
☐ Not Available	□ Not Available		
	enance Personnel/Name & Sign Designation/Position		
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party			
Conducted by PPO Personnel PF Date & Time	PO Maintenance Personnel (Name and Signature)	Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied	OVER ALL RATING 1. Poor 2. Fair 4. Very
Started Date & Time		☐ 3. Moderately Satisf ☐ 4. Very Satisfied	□ 5 Excellent
Finished		☐ 5. Extremely Satisfied	Comments & Suggestion
Checked	PPO Head/Director (Name and Signature)	Name &Signature	
Notes:		Designation/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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