



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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	: March 7, 2023	Date received	:	
Building/Department	:	Received by	Name & Signature	
Location	: Eco-FARMI building	Designation/Position	:	
	DHENBER C. LUSANTA	Request Reference		
Requesting party	Name & Signature	Number		
Designation/Position	: Faculty			
Contact no./Email	:			
Please check and specify the nature of work requested: ☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works				
Heating Ventilating Air				
Welding Works — Plumbing Works — conditioning & 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 unserviceable fluorescent bulb at the Eco-FARMI, 2 nd Floor (Dhenber Lusanta's Office)				
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:		
☐ Available	☐ Available		Schedule of repair:	
☐ Not Available	□ Not Available			
Conducted: PPO Maintenance Personnel/Name & Sign		Confirmed: Name and Signature		
	Designation/Position		Designation/Position	
ACCOMPLISHMENT Filled in by PPO Personnel Filled in by Requesting Party				
Conducted	PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started	(Name and Signature)	□ 1. Not Satisfied □ 2. Slightly Satisfied □ 3. Moderately Satisfied	☐ 1. Poor ☐ 2. Fair ☐ 4. Very Good	
Date & Time :		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	☐ 5. Excellent	
i illisticu			Comments & Suggestion	
Checked			4	
&verified	PPO Head/Director (Name and Signature)	Name &Signature	\dashv	
Notes:	(italio and oignaturo)			
		Designation/Position		
		in the second se		

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.

Page 1 of 1 FM-PPO-09 V01-01-20-2023