



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 PPO	
Date filed	: March 25, 2024	Date received	:
		1	
Building/Department	: Department of Agronomy	Received by	
	3 .		Name & Signature
Location	: DA Utility Room	Designation/Position	
Location		- Designation ostion	*
Requesting party	DIONESIO M. BAÑOC	Request Reference	:
	Name & Signature	Number	
Designation/Position	: Head, DA		
Contact no./Email			
Contact no./Email	•		
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
•	Heating Ventilating Air		50.000 5.70000000
☐ Welding Works ☐ Plumbing Works ☐ Conditioning & Refrigeration			
Others (specify in the brief description			
☐ Machining works ☐ Instrumentation equipment (Lathe, shaper, drill press, etc.) ☐ Street (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
1 Electrical problems (lights not functional)			
Electrical problems (lights not functional).			
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			
Estimated hours days			
Materials/Parts	Manpower Required:	of repair:	
☐ Available	☐ Available	Schedule	of repair:
□ Not Available	□ Not Available		
Conducted: Confirmed: PPO Maintenance Personnel/Name & Sign Name and Signature			
			Name and Signature
Decimalia /Davida			Decimation/Decition
Designation/Position Designation/Position			
ACCOMPLISHMENT			
Filled in by PPO Personnel Filled in by Requesting Party			
Conducted	20 Maintanana Bananat	Service Satisfaction	OVER ALL RATING
by PF	PO Maintenance Personnel (Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time	(Name and Signature)	2. Slightly Satisfied	D 4 Venu
Started :		☐ 3. Moderately Satisfied	
Date & Time		☐ 4. Very Satisfied	
Finished :		☐ 5. Extremely Satisfied	5. Excellent
		/	Comments & Suggestion
Checked ———			
&verified :	PPO Head/Director		_
	(Name and Signature)	Name &Signature	
Notes:			_
		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.

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