



## **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 INFORMAT	TION			
Filled in by requesting party		Filled in by PPO		
Date filed	June 13, 2025	Date received	1	
Building/Department	: Dept. of Economics	Received by	Name & Signature	
Location	: Upper Campus	Designation/Position		
Location		-		
Requesting party  Designation/Position  Contact no./Email	Name & Signature Head, DoEcon 1024	Request Reference Number	:	
Please check and specify the nature of work requested:				
☐ Vehicle Repair	☐ Carpentry & F	☐ Carpentry & Furniture Works ☐ Electrical Works		
☐ Welding Works	Plumbing Works  Heating, Ventilating, Air 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				
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	aterials/Parts Manpower Required:		Estimated hours/days of repair:	
☐ Available	☐ Available	or repair.		
☐ Not Available	□ Not Available			
Conducted:  PPO Maintenance Personnel/Name & Sign  Designation/Position  Confirmed:  Name and Signature  Designation/Position				
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted py PF	PO Maintenance Personnel	Service Satisfaction	OVER ALL RATING	
Date & Time Started	(Name and Signature)	☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satis		
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisf	ied 5. Excellent	
			Comments & Suggestion	
Checked . —	PPO Head/Director			
&verified .	(Name and Signature)	Name &Signature		
Notes:				
		Designation/Position	1	

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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