



REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	August 19, 2022
Building/Facility/ House No/ Apartment No./ Department	Eco-FARMI
Location	VSU, Visca, Baybay Leyte
Requesting party	 JHENBER C. LUSANTA Name & Signature
Designation/ Position	

Filled in by PPO	
Date received	
Received by	Name & Signature
Designation/ Position	
Maintenance control number	

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input checked="" type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify):
Materials/Supplies/Parts: <input type="checkbox"/> Available <input type="checkbox"/> Not Available		

Brief Description of Repair and Maintenance
Check and repair toilets at the Eco-FARMI building (including director's office). Repair toilet bowls.

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Filled in by the requesting party after the conduct of repair and maintenance		
Conducted by: <u>PPO Personnel</u> (Name & Signature) PPO Unit _____ Checked & Verified by: <u>PPO Head</u> (Name & Signature)	Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	OVER-ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestion	
	Name and Signature	