



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

Teletax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party				Filled in by PPO			
Date filed : August 19, 2022				Date received	:		
Building/Facility House No/ Apartment No./ Department	ity/ Fco-FARMI			Received by		Name 8	& Signature
Location : VSU, Visca, Baybay Leyte		ca, Baybay Leyte		Designation/ Position	:		F
Requesting part		ER C. LUSANTA le & Signature		Maintenance control number	:		
Designation/ Position							
Please check and	d specify the nature of w	ork requested					
☐ Vehicle Repair ☐ Ca			arpentry & Furniture Works			Electrical Works	3
☐ Welding Wo	☐ Welding Works ☐ Plumbir			ng Works		Heating, Ventila	
				inmont		conditioning & F Others (specify)	
☐ Machining works ☐ Instrumentation (lathe, shaper, drill press, etc.) & Laboratory ins						Others (specify)	
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Materials/Supplies/Parts: Not Available							
materials/oupp	nicon arto.	Available			_	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
		Brief Description o	f Repa	ir and Maintenar	ice		
Check and repair toilets at the Eco-FARMI building (including director's office). Repair toilet bowls.							
		<u>.</u>					
Filled in by PPC) personnel						
		Manpowe	Manpower Requirement		Estimated hours/days to finished		
		-					
							E
		Filled in	h. the r	accepting party office	r tha	conduct of ropair of	nd maintanana
Conducted -				equesting party afte	r the		
Conducted –	PPO Personi (Name & Signa	nel Se	ervice S	atisfaction		OVER-AL	L RATING
by:	PPO Personi (Name & Signa	nel Se	ervice S Not S	atisfaction atisfied			
		nel Se	Not S	atisfaction satisfied lightly Satisfied		OVER-AL Poor 3 Good	L RATING
by: PPO Unit - Checked &		nel Se 1.	Not S 2. S 3. M	atisfaction satisfied slightly Satisfied sloderately satisfied		OVER-AL Poor 3 Good 5 Excellent	L RATING ☐ 2 Fair ☐ 4 Very Good
by: PPO Unit	(Name & Signa	nel Se 1.	Not S 2. S 3. M S 4. V	atisfaction satisfied slightly Satisfied doderately satisfied fery Satisfied		OVER-AL Poor 3 Good 5 Excellent	L RATING
by: PPO Unit - Checked &	(Name & Signa	nel Se 1.	Not S 2. S 3. M S 4. V	atisfaction satisfied slightly Satisfied doderately satisfied fery Satisfied extremely		OVER-AL Poor 3 Good 5 Excellent	L RATING ☐ 2 Fair ☐ 4 Very Good
by: PPO Unit - Checked &	(Name & Signa	nel Se 1.	Not S 2. S 3. M S 4. V 5. E	atisfaction satisfied slightly Satisfied doderately satisfied fery Satisfied extremely		OVER-AL Poor 3 Good 5 Excellent	L RATING ☐ 2 Fair ☐ 4 Very Good
by: PPO Unit - Checked &	(Name & Signa	nel se 1.	Not S 2. S 3. M S 4. V 5. E Satisf	atisfaction satisfied slightly Satisfied doderately satisfied fery Satisfied extremely		OVER-AL Poor 3 Good 5 Excellent	L RATING ☐ 2 Fair ☐ 4 Very Good

Vision: Mission: