



PHYSICAL PLANT OFFICE

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

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed : Nov. 13, 2025	Date received :
Building/Department :	Received by
Dept. of Economics	Name & Signature
Location : Upper Campus	Designation/Position :
LEMUEL S. PRECIADOS	
Requesting party : Name & Signature	Number -
Designation/Position : Head, DoEcon	
Contact no./Email	
Please check and specify the nature of service request	
	Test installation/s
Audio System(amplifier, speakers and microphones	
With Lights? Yes No Setup Location:	Setup Location: No. of tent:
Date & Time Needed:	Tent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works and other
Land preparation, plowing & harrowing	fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office equipment &	
etc.)	Location/Area covered:
From: To:	Other/s (Specify):
Plans, Layouts and Estimates (Drafting, floor plan/s	
material & cost estimate, site inspection and the like	
Brief Descri	otion of Service Request
 Materials estimates for installation of interaction 	ve TV
ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted by : PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time	2 Slightly Satisfied
Started	☐ 3. Moderately Satisfied ☐ 3. Good ☐ 4. Very Good
Date & Time	4. Very Satisfied
Finished	☐ 5. Extremely Satisfied
	Comments & Suggestion
Checked PPO Head/Director	
&verified (Name and Signature)	Name &Signature
Notes:	
, 10100.	Designation/Position
	Designation/Position

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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