



## **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	: October 26, 2023	Date received	*
Building/Department	Advanced Research and Innovation Center	Received by	Name & Signature
Location	ARICenter Bldg	Designation/Position	name & Signature
Location	: ARICenter Bldg. : MA. THERESA P.LORETO	1	
Requesting party	Name & Signature	Request Reference Number	
Designation/Position	: Director, ARI Center		
Contact no./Email	: mtploreto@vsu.edu.ph		
Please check and specify the nature of work requested:			
☐ Vehicle Repair			
☐ Welding Works	☐ Plumbing Wor	ks 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			
To check and repair sound system speaker.			
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	Manpower Required:	Estimated hours/days of repair:	
☐ Available ☐ Not Available	☐ Available ☐ Not Available	Schedule o	of repair:
LI Not Available	I Not Available		
Conducted: Confirmed:			
PPO Maintenance Personnel/Name & Sign  Name and Signature			
-	Designation/Position		Designation/Position
ACCOMPLICUMENT			
ACCOMPLISHMENT Filled in by PPO Personnel		Filled in by Requesting Party	
			0.750 444 545040
Conducted P	PPO Maintenance Personnel	Service Satisfaction	OVER ALL RATING
-7	(Name and Signature)	☐ 1. Not Satisfied	☐ 1. Poor ☐ 2. Fair
Date & Time		<ul><li>2. Slightly Satisfied</li><li>3. Moderately Satisfied</li></ul>	☐ 3. Good ☐ 4. Very Good
Started		☐ 3. Moderately Satisfied ☐ 4. Very Satisfied	☐ 5. Excellent
Finished		☐ 5. Extremely Satisfied	
			Comments & Suggestion
Checked . ———	PPO Head/Director		
	(Name and Signature)	Name &Signature	
Notes:		Designation/Position	

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission: Develop

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.