



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by red	AND DESCRIPTION OF THE PROPERTY OF THE PROPERT		Filled in by PP		
Date filed	: April 19,2022	2	Date received		
Building/Facilit House No/ Apartment No. Department		ISRDS	Received by	Nam	ne & Signature
Location	: VSU, Visc	ca, Baybay City	Designation/ Position	:	io di Oigilatai o
Requesting pa		ERNA & Signature	Maintenance control number		
Designation/ Position	signation/ · Admin Aida 3				
Please chark ar	nd specify the nature of wor	de sea primate d			
☐ Vehicle Repair ☐ Carpentr			Furniture Works Electrical Works		
☐ Welding W ☐ Machining	works		Plumbing Works Instrumentation equipment		 ☐ Heating, Ventilating, Air conditioning & Refrigeration ☐ Others (specify):
(lathe, sha)	per, drill press, etc.)	& Laboratory in	strument		
Materials/Sup	plies/Parts:	☐ Available		☐ Not Availab	ple
		Brief Description of Rep	poly and Majateas	866	
		one. Description of Rep	pair and maintena		
	air defective electrical v	viring at the ISRDS library			
Filled in by PP	air defective electrical v	viring at the ISRDS library	y room.		urs/days to finished
Filled in by PP	air defective electrical v		y room.		urs/days to finished
Filled in by PP	air defective electrical v	viring at the ISRDS library	y room.		urs/days to finished
Filled in by PPo	air defective electrical v	viring at the ISRDS library Manpower Req	y room. quirement		
Filled in by PPo	air defective electrical v O personnel /Materials Required PPO Personnel	viring at the ISRDS library Manpower Req Filled in by the	y room. quirement	Estimated how	
Filled in by PPo Part/Supplies/ Conducted	air defective electrical v O personnel /Materials Required	Manpower Req Filled in by the Service 1. Not	y room. quirement e requesting party after Satisfaction	Estimated how	and maintenance
PPO Unit	air defective electrical v O personnel /Materials Required PPO Personnel	Manpower Req Filled in by the Service 1. Not 2. Slig 3. More	y room. quirement requesting party after Satisfaction	Estimated how	and maintenance
PPO Unit Checked &	air defective electrical v O personnel /Materials Required PPO Personnel	Manpower Req Filled in by the	y room. quirement a requesting party after a Satisfaction a Satisfied ahtly Satisfied derately Satisfied y Satisfied	Estimated how	and maintenance LLL RATING □ 2 Fair
Filled in by PP	PPO Personnel (Name & Signatur	Manpower Req Filled in by the	y room. quirement e requesting party after Satisfaction Satisfied phtly Satisfied derately Satisfied	Estimated how	and maintenance LLL RATING □ 2 Fair □ 4 Very Good

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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