

## 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 requesting party		Filled in by PPC	
Date filed : Janua	ary 21, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	o-FARMI	Received by	Name & Signature
Location : Eco-F	ARMI Office	Designation/ Position	•
Designation/ Position Note:		Maintenance control number	: (1) for maintenance team
iii. Job request control nu	mber is required.		
Please check and specify the nature of	of work requested		
<ul> <li>□ Vehicle Repair</li> <li>□ Welding Works</li> <li>□ Machining works         (lathe, shaper, drill press, etc.)</li> </ul>	Works ☐ Plumi ☐ Instru equipmer	entry & Furniture bing Works umentation nt poratory instrument	<ul><li>✓ Electrical Works</li><li>☐ Heating, Ventilating, Air conditioning &amp; Refrigeration</li><li>☐ Others (specify):</li></ul>
4	18 cm	Repair and Mainte	
Replacement of unservices	able buids in the	e onice, training r	iali and comfort room.
Materials/Supplies/Parts:	☐ Availab	le	☐ Not Available
Filled in by PPO personnel			
Part/Supplies/Materials Required	Manpowe	r Requirement	Estimated hours/days to finished
Inspected by:	Checked & Verified		Approved by:
PPO Maintenance	by:	PPO Unit Head	PPO Director

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

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

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No.