



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : Aug. 14, 2025

Building/Department : NSIP

Location : Lower Campus

Requesting party : Dr. Dario P. Lina
Name & Signature

Designation/Position : NSIP Director

Contact no./Email :

Filled in by GenSO

Date received : _____

Received by : _____
Name & Signature

Designation/Position : _____

Request Reference Number : _____

Please check and specify the nature of service request

☒ Audio System (amplifier, speakers and microphones)
With Lights? Yes. _____ No. _____
Setup Location: VSV-Gym
Date & Time Needed: Aug. 16, 23, 30, 2025
Estimated Duration (hrs): 5 hrs

☐ Tent installation/s

Setup Location: _____
No. of tent: _____
Tent size: _____

☐ Land preparation, plowing & harrowing

Location/Area covered: _____
Estimated passing trip: _____

☐ Site development, levelling, scrapping & backfilling

Location: _____

☐ Hauling (Construction materials, office equipment & etc.)

From: _____ To: _____

☐ Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)

☐ Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)

☐ Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)

☐ Machining works (lathe, shaper, drill press & etc.)

☐ Landscaping (Design and Installation)

Location/Area covered: _____

☒ Other/s (Specify) : LED wall in VSV-Gym

Brief Description of Service Request

Availability of LED wall and soundsystem at the Gym for NSIP Class.

ACCOMPLISHMENT

Filled in by GenSO Personnel

Conducted by : _____
GenSO Maintenance Personnel
(Name and Signature)

Date & Time Started : _____

Date & Time Finished : _____

Checked & verified : _____
GenSO Head/Director
(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position