



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION

Filled in by requesting party

Date filed : April 18, 2024

Building/Department : ISRDS

Location : VSU, Visca, Baybay City

 Requesting party : LILIAN B. NUÑEZ
 Name & Signature

Designation/Position : Director

Contact no./Email :

Filled in by PPO

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: _____
 Date & Time Needed: _____
 Estimated Duration (hrs): _____

☐ 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)

☐ Tent installation/s

Setup Location: _____

No. of tent: _____

Tent size: _____

☐ 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) : _____

Brief Description of Service Request

Installation of new window type air conditioning unit at the faculty office.

ACCOMPLISHMENT

Filled in by PPO Personnel

 Conducted by : PPO Maintenance Personnel
 (Name and Signature)

 Date & Time
 Started :

 Date & Time
 Finished :

 Checked & verified : PPO 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