



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed : February 3, 2023	Date received :
DEPARTMENT OF PURE Building/Department : AND APPLIED CHEMISTRY	Received by Name & Signature
Location : DoPAC	Designation/Position :
Requesting party ELIZABETH S. QUEVEDO	Request Reference : Number
Name & Signature Designation/Position : DEPT. HEAD	
Contact no./Email :	
Please check and specify the nature of service request	
Audio System (amplifier, speakers and	Total Santa Halfanda
microphones)	Tent installation/s
With Lights? Yes No	Setup Location:
Setup Location:	No. of tent:
Date & Time Needed:	Tent size:
Estimated Duration (hrs): Land preparation, plowing & harrowing	Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office equipment & etc.)	Location/Area covered:
From: To:	Other/s (Specify): Repair of Laboratory Table Top
Plans, Layouts and Estimates (<i>Drafting</i> , floor	in DoPAC AC-101 Room.
plan/s, material & cost estimate, site inspection and the likes)	
Brief Descripti	on of Service Request
Materials and Cost Estimation for the Repair of Laboratory Table Top in DoPAC AC-101 Room.	
ACCOMPLISHMENT	
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted by : PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
PPO Maintenance Personner	D. M. O. C. C. D. C.
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair ☐ 4. Very
Date & Time	
Started	☐ 3. Moderately Satisfied ☐ 3. Good Good
Date & Time Finished	☐ 4. Very Satisfied ☐ 5. Excellent
	Comments & Suggestion
Checked	
&verified : PPO Head/Director	Nama & Signatura
(Name and Signature)	Name &Signature
Notes:	
	Designation/Position

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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