



## PHYSICAL PLANT OFFICE

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	January 16, 2025		Date received	1	
Building/Department :	ECO-FARMI DEMO FAI	RM	Received by	Name & Signature	
	On and I		Desire dies/Desilies		
Location :	JEROME O. ARRIBADO		Designation/Position		
Requesting party	Name & Signature	)	Request Reference Number	1	
Designation/Position :	HEAD,ECO-FARMI				
Contact no./Email	HEAD,ECO-PARIVII				
	the nature of service request				
microphones)	plifier, speakers and		Tent installation/s		
With Lights? Yes No			Setup Location:		
Setup Location: Date & Time Needed:			No. of tent:	_	
Date & Time Nee	eded:		Tent size:	_	
			Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)		
Land preparation, plowing & harrowing					
	vered:		netallation/s (tamaulin sign	nage new lock & knohs & other	
Estimated passing trip:			Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)		
Site development, levelling, scrapping &					
backfilling	lovolinig, sorapping a		Machining works (lathe, sha	per, drill press & etc.)	
Location:			Landscaping (Design and Installation)		
Hauling (Construction materials, office equipment & etc.)			Location/Area covered:		
From: Eco-Demo farm To: Eco-FARMI Other/s (Specify):					
Plans, Layouts and Estimates ( <i>Drafting, floor</i> plan/s, material & cost estimate, site inspection					
and the likes)					
Brief Description of Service Request					
Hauling of table from Demo Farm on January 17, 2025					
ACCOMPLISHMENT Filled in by PPO Personnel		Fill	ed in by Requesting Party		
, , , , , , , , , , , , , , , , , , , ,					
Conducted by :			Service Satisfaction	OVER ALL RATING	
рі	PO Maintenance Personnel (Name and Signature)		Not Satisfied	☐ 1. Poor ☐ 2. Fair	
Date & Time	(Ivame and Signature)			☐ 4. Very	
Started			0 ,	☐ 3. Good Good	
Date & Time			Very Satisfied		
Finished		2,000	5. Extremely Satisfied	☐ 5. Excellent	
			NOW: Seminary Constraints Occasion Constraints	Comments & Suggestion	
Checked					
&verified :	PPO Head/Director				
	(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.