



VISAYAS
STATE UNIVERSITY



PHYSICAL PLANT OFFICE
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: 1041 (LOCAL)
Email: www.ppo@vsu.edu.ph
Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

Date filed	AUGUST 29, 2024
Building/Department	DEPARTMENT OF AGRONOMY
Location	UPPER CAMPUS
Requesting party	LUZ G. ASIO
Name & Signature	LM, Head
Designation/Position	LM, Head
Contact no./Email	lu2.asio@vsu.edu.ph

Please check and specify the nature of work requested:

☐ Vehicle Repair	☐ Carpentry & Furniture Works	☐ Electrical Works
☐ Welding Works	☐ Plumbing Works	☒ Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works (lathe, shaper, drill press, etc.)	☐ Instrumentation equipment & Laboratory instrument	☐ Others (specify in the brief description below)

Brief Description of the Nature of Work Requested

AKLON ATTENDS OFFICE WORK FOR WORKING IS

INSPECTION (Filled in by PPO Personnel)

Date of Inspection:	Time started: [AM] [PM]	Time ended: [AM] [PM]
☐ In-House Repair and Maintenance	☐ For Outsourcing Repair and Maintenance	
Materials/Parts	Manpower Required:	Estimated hours/days of repair:
☐ Available	☐ Available	
☐ Not Available	☐ Not Available	
Conducted:	PPO Maintenance Personnel/Name & Sign	Designation/Position
	Name and Signature	Designation/Position

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:		
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
	Designation/Position	
	Name & Signature	
	Designation/Position	

Filled in by Requesting Party

Vision: 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.

Mission: