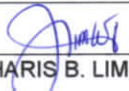




PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party		Filled in by PPO	
Date filed	: March 9, 2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department	: Inst. Of Human Kinetics	Received by	: _____
Location	: IHK	Designation/ Position	: _____
Requesting party	:  CHARIS B. LIMBO	Maintenance control number	: _____
Designation/ Position	: Director, IHK		

To be accomplished in three (3) copies

Please check and specify the nature of service request

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> 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)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Others (specify): _____

Brief Description of Service Request

- Repainting of IHK Roofing
- Repainting of IHK Classrooms and Comfort Rooms
- Repair of the IHK Classrooms Ceiling

Service Conducted by	: _____ Name & Signature
PPO Unit	: _____
Conformed by (Requesting Party)	: CHARIS B. LIMBO Name & Signature
Checked by (PPO Unit Head)	: LEGARIO B. RAMOS Name & Signature

To be filled by the requesting party after service request conducted

Overall Service Satisfaction

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

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.