

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Date filed : February 3, 2022 Building/Facility/	
Building/Facility/ House No/ Apartment No./ Department ADVANCED RESEARCH AND INNOVATION CENTER Na Designation/	
House No/ Apartment No./ Department Location House No/ RESEARCH AND INNOVATION CENTER Na Designation/	
Apartment No./ Department INNOVATION CENTER Na VSITUPER CAMPUS Designation/	
Department Na	
	me & Signature
Position .	
Maintenance :	
Requesting party : JOJANED. ATOK Maintenance : control number	
Requesting party control number	A discount of the second of th
Designation/ INSTRUCTOR	
Position : INSTRUCTOR	
Note:	
i. Three (3) copies: (1) for requesting party, (1) for PPO unit Head & (1) for mainted	nance team
ii. One (1) job request in every of PPO unit	
iii. Job request control number is required.	
Please check and specify the nature of work requested	
— Carpontry & Eurniture	
☐ Vehicle Repair ☐ Carpentry & Furniture ☐ Electrical Works	al Works
☐ Heating	, Ventilating, Air
	ning & Refrigeration
	-
□ Machining works □ Others	(specify):
(lathe, shaper, drill press, etc.) & Laboratory instrument	
	- 1
Brief Description of Repair and Maintenance	
Brief Description of Repair and Maintenance Installation of fluorescent lights.	
Brief Description of Repair and Maintenance Installation of fluorescent lights.	
Installation of fluorescent lights.	Not Available
Installation of fluorescent lights.	Not Available
Installation of fluorescent lights. Materials/Supplies/Parts: Available Filled in by PPO personnel	Not Available
Installation of fluorescent lights. Materials/Supplies/Parts: Available Filled in by PPO personnel Part/Supplies/Materials Estimate	Not Available
Installation of fluorescent lights. Materials/Supplies/Parts: Available Filled in by PPO personnel Part/Supplies/Materials Mannower Requirement Estimate	
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Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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