



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: August 15, 2022
Building/Facility/ House No/ Apartment No./ Department	: Eco-FARMI
Location	: VSU, Visca, Baybay Leyte
Requesting party	: <u>ODELO B. BALDOS</u> Name & Signature
Designation/ Position	: <u>XG. TGT II</u>

Filled in by PPO	
Date received	:
Received by	: _____ Name & Signature
Designation/ Position	:
Maintenance control number	:

Please check and specify the nature of work requested		
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Carpentry & Furniture Works	<input type="checkbox"/> Electrical Works
<input type="checkbox"/> Welding Works	<input type="checkbox"/> Plumbing Works	<input type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input checked="" type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify): _____
Materials/Supplies/Parts:		<input type="checkbox"/> Available <input type="checkbox"/> Not Available

Brief Description of Repair and Maintenance
<ul style="list-style-type: none"> <li>Repair of the brush cutter at the Eco-FARM, Demo Farm.</li> </ul>

Filled in by PPO personnel		
Part/Supplies/Materials Required	Manpower Requirement	Estimated hours/days to finished

Filled in by the requesting party after the conduct of repair and maintenance															
Conducted by: _____ PPO Personnel (Name & Signature)	<table border="1"> <thead> <tr> <th>Service Satisfaction</th> <th>OVER-ALL RATING</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1. Not Satisfied</td> <td><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair</td> </tr> <tr> <td><input type="checkbox"/> 2. Slightly Satisfied</td> <td><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good</td> </tr> <tr> <td><input type="checkbox"/> 3. Moderately Satisfied</td> <td><input type="checkbox"/> 5. - Excellent</td> </tr> <tr> <td><input type="checkbox"/> 4. Very Satisfied</td> <td><b>Comments &amp; Suggestion</b></td> </tr> <tr> <td><input type="checkbox"/> 5. Extremely Satisfied</td> <td> </td> </tr> <tr> <td><b>Name and Signature</b></td> <td> </td> </tr> </tbody> </table>	Service Satisfaction	OVER-ALL RATING	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestion</b>	<input type="checkbox"/> 5. Extremely Satisfied		<b>Name and Signature</b>	
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<b>Name and Signature</b>															
Checked & Verified by: _____ PPO Head (Name & Signature)															