

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

PHYSICAL PLANT SERVICE REQUEST FORM

| PPO Unit Conformed by (Requesting Party) Checked by 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 | Filled in by requesting pa | nty | Filled in by PPO | |
|--|----------------------------|--------------------------------|--------------------------|--|
| House No/ Department Location Inst. Of Human Kinetics Location Inst. Of Human Kinetics Requesting party CHARIS B. LIMBO Designation/ Position To be accomplished in three (3) copies Please check and specify the nature of service request Audio System (amplifier, speakers and microphones) With Lights? Yes. No. Setup Location: Date & Time Needed: Estimated Duration (hrs): Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: To: Brief Description of Service Request Check and replacement of worn-out electrical outlet at the Institute of Human Kinetics To be accomplished in three (3) copies Please check and specify the nature of service request Tent installation/s Setup Location: No. of tent: Tent size: Fabrication's (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance) Installation/s (tarpaulin, signage, new lock & knobs & order installation not considered as repair and maintenance) Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: To: Brief Description of Service Request Check and replacement of worn-out electrical outlet at the Institute of Human Kinetics Service Conducted by Name & Signature To be filled by the requesting party afte service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied | Date filed : | February 15, 2022 | Date received | : |
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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.

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