

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

Filled in by requesting party	Filled in by PPO
Date filed : 10 Occ 29	Date received :
Building/Facility/ House No/ Apartment No./ Department	Received by Name & Signature
Location : 2nd fl ODS Building	
Requesting party : Joel Rey Acob	Maintenance : control number
Designation/ Position : Dean	
To be accomplished in three (3) copies	
Please check and specify the nature of service reque	est clean to the control of the cont
Audio System (amplifier, speakers and	Tent installation/s
microphones)	
With Lights? Yes No Setup Location:	Setup Location:No. of tent:
Date & Time Needed:	Tent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works
Land preparation, plowing & harrowing	and other fabrications not considered as repair and maintenance)
Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs &
Location Alea Covered.	other installation not considered as repair and
Estimated pessing trip.	
Estimated passing trip: Site development, levelling, scrapping &	maintenance) Machining works (lathe, shaper, drill press & etc.)
Estimated passing trip: Site development, levelling, scrapping & backfilling	maintenance) Machining works (lathe, shaper, drill press & etc.) Others
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office	maintenance) Machining works (lathe, shaper, drill press & etc.)
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.)	maintenance) Machining works (lathe, shaper, drill press & etc.) Others
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office	maintenance) Machining works (lathe, shaper, drill press & etc.) Others
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.)	maintenance) Machining works (lathe, shaper, drill press & etc.) Others
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.)	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: To:	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify):
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric service Conducted by	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric service Conducted by Name & Signature	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric service Conducted by Name & Signature	maintenance) Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: To: Brief Description of Request for installation and costing for aircon: electric	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric el	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted Overall Service Satisfaction
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric el	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: To: Brief Description of Request for installation and costing for aircon: electric electr	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied ———————————————————————————————————
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office equipment & etc.) From: Brief Description of Request for installation and costing for aircon: electric el	Machining works (lathe, shaper, drill press & etc.) Others (specify): of Service Request cal wirings To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied ———————————————————————————————————

Vision:

A globally competitive university for science, technology, and environmental

Mission:

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

Page 1 of 1 FM-PPO-15 v2 01-15-2021