



REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION

Filled in by requesting party

 Date filed : SEPTEMBER 02, 2024

 Building/Department : AGRONOMY

 Location : UPPER CAMPUS

 Requesting party : LUI S. ASIO
Name & Signature

 Designation/Position : Head, Dept. of Agronomy

Contact no./Email :

Filled in by PPO

Date received :

Received by

Name & Signature

Designation/Position :

 Request Reference
Number :

Please check and specify the nature of work requested:

☐ Vehicle Repair

☐ Carpentry & Furniture Works

☐ Electrical Works

☐ Welding Works

☐ Plumbing Works

☒ Heating, Ventilating, Air
conditioning & Refrigeration

☐ Machining works
(Lathe, shaper, drill press, etc.)

☐ Instrumentation equipment
& Laboratory instrument

☐ Others (specify in the brief description
below)

Brief Description of the Nature of Work Requested

CLEANING OF AIRCON AT DEPARTMENT OF AGRONOMY'S
UTILITY ROOM

INSPECTION (Filled in by PPO Personnel)

Date of Inspection: _____ Time started: _____ [AM] [PM] Time ended: _____ [AM] [PM]

☐ In-House Repair and Maintenance

☐ For Outsourcing Repair and Maintenance

Materials/Parts

Manpower Required: _____

 Estimated hours/days
of repair: _____

☐ Available

☐ Available

Schedule of repair: _____

☐ Not Available

☐ Not Available

Conducted:

PPO Maintenance Personnel/Name & Sign

Confirmed:

Name and Signature

Designation/Position

Designation/Position

ACCOMPLISHMENT

Filled in by PPO Personnel

Conducted

 by : _____
PPO Maintenance Personnel
(Name and Signature)

Date & Time

Started :

Date & Time

Finished :

Checked

& verified :

PPO Head/Director

(Name and Signature)

Notes:

Filled in by Requesting Party

Service Satisfaction

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

OVER ALL RATING

- ☐ 1. Poor ☐ 2. Fair
☐ 3. Good ☐ 4. Very Good
☐ 5. Excellent

Comments & Suggestion

Name & Signature

Designation/Position

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.