



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

Date filed ·		Filled in by PPO
	3/23/2022	Date received ;
Building/Facility/ House No/ Apartment No./ Department	RCCRDC	Received by Name & Signature
	ack of the Admin. Bldg	Designation/ Position
Requesting party : ED	DUARDO O. MANGAQANG	Maintenance : control number
Designation/ Position	Director	
To be accomplished in thr		
Please check and specify		est
Audio System (amplific		Tent installation/s
With Lights? Yes Setup Location:	_ No	Setup Location:
Date & Time Needed	d:	No. of tent:
Estimated Duration (Fabrication/s (new cabinets, furniture, metal works
Land preparation, plov		and other fabrications not considered as repair and maintenance)
Location/Area covere	d:	Installation/s (tarpaulin, signage, new lock & knobs &
Estimated passing tri	p:	other installation not considered as repair and maintenance)
Site development, level backfilling	elling, scrapping &	Machining works (lathe, shaper, drill press & etc.)
Location:		Others
		(specify): Corporty Work
Hauling (Construction	materials, office	
equipment & etc.) From:		
equipment & etc.)	То:	of Convice Degrees
equipment & etc.) From:	To:Brief Description	of Service Request
equipment & etc.) From:	Brief Description	ocated at RCCRDC building 2 nd floor terrace area to
Putting up of Concrete cer prevent flow of rainwater to	Brief Description ment at GI Sheet Canopy to get inside the door area	ocated at RCCRDC building 2 nd floor terrace area to and damage it.
Putting up of Concrete cer prevent flow of rainwater to	Brief Description	ocated at RCCRDC building 2 nd floor terrace area to and damage it. To be filled by the requesting party after
Putting up of Concrete cer prevent flow of rainwater to Service Conducted by	Brief Description ment at GI Sheet Canopy to get inside the door area	ocated at RCCRDC building 2 nd floor terrace area to and damage it. To be filled by the requesting party after service request conducted
Putting up of Concrete cer prevent flow of rainwater to Service Conducted by	Brief Description ment at GI Sheet Canopy to get inside the door area	ocated at RCCRDC building 2 nd floor terrace area to and damage it. To be filled by the requesting party after service request conducted Overall Service Satisfaction
Putting up of Concrete cer prevent flow of rainwater to Service Conducted by PPO Unit Conformed by	Brief Description ment at GI Sheet Canopy to get inside the door area	ocated at RCCRDC building 2 nd floor terrace area to and damage it. To be filled by the requesting party after service request conducted
equipment & etc.) From: Putting up of Concrete cer	Brief Description ment at GI Sheet Canopy to get inside the door area	To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied
Putting up of Concrete cer prevent flow of rainwater to Service Conducted by PPO Unit Conformed by (Requesting Party) Checked by	Brief Description ment at GI Sheet Canopy I o get inside the door area Name & Signature	To be filled by the requesting party after service request conducted Overall Service Satisfaction 1. Not Satisfied
Putting up of Concrete cer prevent flow of rainwater to Service Conducted by PPO Unit Conformed by (Requesting Party)	Brief Description ment at GI Sheet Canopy I o get inside the door area 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

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.