



### REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	: 17 May 2022
Building/Facility/ House No/ Apartment No./ Department	:
Location	:
Requesting party	: <b>CHARLIE S. ANDAN</b>
	Name & Signature
Designation/ Position	: Head, DMet

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 checked="" type="checkbox"/> Heating, Ventilating, Air conditioning & Refrigeration
<input type="checkbox"/> Machining works (lathe, shaper, drill press, etc.)	<input type="checkbox"/> Instrumentation equipment & Laboratory instrument	<input type="checkbox"/> Others (specify): Water supply; Repair of Generator Set

Materials/Supplies/Parts: only the  
aircon unit

☐ Available

☒ Not Available

Brief Description of Repair and Maintenance
<b>Conditioning: Installation of Aircon Unit at the Meteorology office and CLAWS laboratory of the Department of Meteorology</b>

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

Conducted by: \_\_\_\_\_  
PPO Personnel  
(Name & Signature)

PPO Unit: \_\_\_\_\_

Checked & Verified by: **Engr. MARIO LILIO P. VALENZONA**  
PPO Head  
(Name & Signature)

Filled in by the requesting party after the conduct of repair and maintenance	
<b>Service Satisfaction</b> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<b>OVER-ALL RATING</b> <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent <b>Comments &amp; Suggestion</b>   
<b>Name and Signature</b>	