



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

REPAIR AND MAINTENANCE REQUEST

Data filed : 1	Filled in by requesting party		0
Date filed : Awg.	11,2022	Date received	:
Building/Facility/ House No/ Apartment No./ Department NGTP		Received by	Name & Signature
Requesting party: NSTP Conference room Name & Signature		Designation/ Position	:
		Maintenance control number	:
Designation/ : N \$7	to Director		
Discourse the standard of the standard of			
Please check and specify the nature of			
☐ Vehicle Repair	e Repair		Electrical Works
☐ Welding Works ☐ Plumbing Wo		Works	 Heating, Ventilating, Air conditioning & Refrigeration
☐ Machining works		tation equipment	Others (specify):
(lathe, shaper, drill press, etc.)	& Laborat	ory instrument	
Materials/Supplies/Parts:	☐ Available		☐ Not Available
Brief Description of Repair and Maintenance			
	Bilei Description	or Repair and Maintena	rice
Check and repair the Electrical suitch at the NSTP Conference			
h			
,			
Filled in by PPO personnel			
Filled in by PPO personnel Part/Supplies/Materials Required	Manpowe	er Requirement	Estimated hours/days to finished
	Manpowe	er Requirement	Estimated hours/days to finished
	Manpowe	er Requirement	Estimated hours/days to finished
	Manpowe	er Requirement	Estimated hours/days to finished
	Manpowe	er Requirement	Estimated hours/days to finished
Part/Supplies/Materials Required			Estimated hours/days to finished er the conduct of repair and maintenance
Part/Supplies/Materials Required Conducted PPO Person	Filled in		
Conducted by: PPO Person (Name & Sign	Filled in	by the requesting party aft	er the conduct of repair and maintenance
Part/Supplies/Materials Required Conducted PPO Person	Filled in sature)	by the requesting party after ervice Satisfaction	er the conduct of repair and maintenance OVER-ALL RATING
Conducted by: PPO Person (Name & Sign	Filled in sature)	by the requesting party after ervice Satisfaction Not Satisfied	er the conduct of repair and maintenance OVER-ALL RATING 1 Poor 2 Fair
Conducted by: PPO Person (Name & Sign) PPO Unit Checked & Verified by: PPO Hea	Filled in S	by the requesting party aftervice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied	or the conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Person (Name & Sign) PPO Unit Checked &	Filled in S	by the requesting party after ervice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied	over the conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Person (Name & Sign) PPO Unit Checked & Verified by: PPO Hea	Filled in S	by the requesting party aftervice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied	over the conduct of repair and maintenance OVER-ALL RATING 1 Poor
Conducted by: PPO Person (Name & Sign) PPO Unit Checked & Verified by: PPO Hea	Filled in S	by the requesting party aftervice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied	over the conduct of repair and maintenance OVER-ALL RATING 1 Poor

Vision: Mission: