

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 : Jan 9, 202	Date received :
Building/Facility/	
House No! Cally of nusey	Received by
Department	Name & Signature
Location : 450 Comprise	Designation/ Position
.0	Maintenance :
Requesting party (65 AB) ACT	control number
Designation/ Position	
To be accomplished in three (3) copies	
Please check and specify the nature of service requ	<i>iest</i>
Audio System (amplifier, speakers and	Tent installation/s
With Lights? Yes No	Setup Location:
Setup Location:	No. of tent:
Date & Time Needed:	l'ent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and
Land preparation, plowing & harrowing	maintenance)
Location/Aron covered:	Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and
Location/Area covered:	
Estimated passing trip:	
Estimated passing trip: Site development, levelling, scrapping &	maintenance)
Estimated passing trip: Site development, levelling, scrapping & backfilling	maintenance) Machining works (lathe, shaper, drill press & etc.)
Estimated passing trip: Site development, levelling, scrapping & backfilling Location:	maintenance)
Estimated passing trip: Site development, levelling, scrapping & backfilling Location: Hauling (Construction materials, office	maintenance) Machining works (lathe, shaper, drill press & etc.) Others
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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.

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