



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

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REPAIR AND MAINTENANCE REQUEST

Date filed :		THE RESERVE AND ADDRESS OF THE PARTY OF THE	Filled III by FFC			
Building/Facility/	August	4, 2022	Date received	1,_		
House No/ Apartment No./ Department	Eco-F	ARMI	Received by	_	Name & Signatu	re
Location :	VSU, Visca, Baybay Leyte		Designation/ Position	:		
Requesting party :	ODELO B	BALDOS	Maintenance control number	: _		
Designation/ Position	Name &	Signature	Control Humber			
Position						
Please check and specify	y the nature of work re	equested				
☐ Vehicle Repair			Furniture Works		Electrical Works	
☐ Welding Works		☐ Plumbing Wo	Plumbing Works		Heating, Ventilating, Air conditioning & Refrigeration	
Machining works (lathe, shaper, drill		on equipment		Others (specify):	ion	
Materials/Supplies/P	arts:	Available			Not Available	
mater later eappireer.						
	Bri	ief Description of F	Repair and Maintena	nce		
Repair of grasscutter						
Repair of grasscutter.		Š.				
Repair of grasscutter.		į.				
Filled in by PPO perso		v.				G. i.b. d
		Manpower R	Requirement		Estimated hours/days to	finished
Filled in by PPO person		Manpower R	Requirement		Estimated hours/days to	finished
Filled in by PPO person		Manpower R	Requirement		Estimated hours/days to	finished
Filled in by PPO person		Manpower R	Requirement		Estimated hours/days to	finished
Filled in by PPO person						
Filled in by PPO person	als Required	Filled in by	the requesting party afte		onduct of repair and mainter	nance
Filled in by PPO person Part/Supplies/Material Conducted		Filled in by		er the co	onduct of repair and mainter OVER-ALL RATING	nance
Filled in by PPO person Part/Supplies/Material Conducted	PPO Personnel	Filled in by Serv	the requesting party after ice Satisfaction Not Satisfied	er the c	onduct of repair and mainter OVER-ALL RATING - Poor □ 2	nance Fair
Filled in by PPO person Part/Supplies/Material Conducted by: (PPO Unit	PPO Personnel	Filled in by Serv	the requesting party afterice Satisfaction Not Satisfied . Slightly Satisfied . Moderately	□ 1. □ 3.	onduct of repair and mainter OVER-ALL RATING - Poor □ 2	nance
Filled in by PPO person Part/Supplies/Material Conducted by:	PPO Personnel	Filled in by Serv 1. N	the requesting party afterice Satisfaction Not Satisfied . Slightly Satisfied	□ 1. □ 3.	onduct of repair and mainter OVER-ALL RATING - Poor	nance Fair Very Good
Conducted by: Checked & Verified in by PPO personal PPO Unit	PPO Personnel	Filled in by Serv 1. N 2 3 4 5	the requesting party afterice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied	□ 1. □ 3.	onduct of repair and mainter OVER-ALL RATING - Poor	nance Fair Very Good
Conducted by: Checked & Verified in by PPO personal PPO Unit	PPO Personnel (Name & Signature)	Filled in by Serv 1. N 2 3 4 5 5 5 5 5	the requesting party after ice Satisfaction Not Satisfied Slightly Satisfied Moderately Satisfied Very Satisfied Extremely	□ 1. □ 3.	onduct of repair and mainter OVER-ALL RATING - Poor	nance Fair Very Good

Vision: Mission: