



PHYSICAL PLANT SERVICE REQUEST FORM

Filled in by requesting party	
Date filed	: April 27, 2022
Building/Facility/House No/ Apartment No./ Department	: Institute of Human Kinetics
Location	: IHK
Requesting party	: EDILBERTO A. ARTIGA, JR. II
Designation/Position	: Univ. Sports Facilities Coordinator

Filled in by PPO	
Date received	:
Received by	: Name & Signature
Designation/ Position	:
Document control number	:

Please check and specify the nature of service request

<input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. ___ No. ___ Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____	<input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____
<input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____	<input type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
<input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____	<input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)
<input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____	<input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)
<input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)	<input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: _____
<input checked="" type="checkbox"/> Other/s (Specify) : <u>Cleaning, Cutting of Grass in the surrounding areas of the Upper Oval Stage and cleaning the drainage system for VSU Anniversary Fun Run</u>	

Brief Description of Service Request

- Cutting of Grass and Cleaning in the surrounding areas of the Upper Oval Stage
- Cleaning of all the Drainage system (above and below the bleachers' right and left side).
- Clearing of the Track Oval from grass and other obstructions.

(Purpose: For the VSU Anniversary Fun Run on May 2, 2022 at 5:00am)

Filled in by the requesting party after the conduct of service request															
Conducted by: _____ PPO Personnel (Name & Signature)	<table border="1"> <thead> <tr> <th>Service Satisfaction</th> <th>OVER-ALL RATING</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1. Not Satisfied</td> <td><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair</td> </tr> <tr> <td><input type="checkbox"/> 2. Slightly Satisfied</td> <td><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good</td> </tr> <tr> <td><input type="checkbox"/> 3. Moderately Satisfied</td> <td><input type="checkbox"/> 5. - Excellent</td> </tr> <tr> <td><input type="checkbox"/> 4. Very Satisfied</td> <td>Comments & Suggestion</td> </tr> <tr> <td><input type="checkbox"/> 5. Extremely Satisfied</td> <td></td> </tr> <tr> <td>Name and Signature</td> <td></td> </tr> </tbody> </table>	Service Satisfaction	OVER-ALL RATING	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent	<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestion	<input type="checkbox"/> 5. Extremely Satisfied		Name and Signature	
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Name and Signature															
PPO Unit: _____															
Checked & Verified by: _____ PPO Head/Director (Name & Signature)															

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.