



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION				
Filled in by requesting party Date filed	: 2-5-25	Filled in by PPO Date received	:	
Building/Department	NSTP	Received by	Name & Signature	
Location	: Lower Campus	Designation/Position		
Requesting party	: Dr. Dorio P. Lina Name & Signature	Request Reference Number	:	
Designation/Position	Director			
Contact no./Email				
Please check and specify the nature of work requested:				
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works				
☐ Welding Works	☐ Plumbing Wo	Norks Heating, Ventilating, Air conditioning & Refrigeration		
☐ Machining works ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below) ☐ Others (specify in the brief description below)				
Brief Description of the Nature of Work Requested				
INSPECTION (Filled in by PPO Personnel)				
Date of Inspection: Time started: [AM] [PM] Time ended: [AM] [PM]				
☐ In-House Repair and Maintenance ☐ For Outsourcing Repair and Maintenance				
Materials/Parts	Manpower Required:	Estimated hours/days of repair:		
☐ Available	Available	Schedule	of repair:	
☐ Not Available	□ Not Available			
Conducted: Confirmed:				
PPO Maintenance Personnel/Name & Sign			Name and Signature	
	Designation/Position	production of a tributal and all the control of	Designation/Position	
ACCOMPLISHMENT				
Filled in by PPO Personnel		Filled in by Requesting Party		
Conducted . PPO Maintenance Personnel		Service Satisfaction	OVER ALL RATING	
Date & Time . Started	(Name and Signature)	 □ 1. Not Satisfied □ 2. Slightly Satisfied □ 3. Moderately Satisfied 	☐ 1. Poor ☐ 2. Fair ☐ 4. Very Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	5. Excellent Comments & Suggestion	
Chooked			Commonto de Guggostion	
Checked	PPO Head/Director (Name and Signature)	Name &Signature		
Notes:		Designation/Position		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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