



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DIRECTOR FOR
PHYSICAL PLANT
Visca, Baybay City, Leyte, PHILIPPINES
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

Filled in by requesting party	
Date filed	May 17, 2022
Building/Facility/	
House No/	
Apartment No./	NARC
Department	
Location	
Requesting party	FLORA MIA DUATIN
Designation/	Name & Signature
Position	Project Leader

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

Please check and specify the nature of work requested	
☐ Vehicle Repair	☐ Carpentry & Furniture Works
☐ Welding Works	☐ Plumbing Works
☐ Machining works	☐ Instrumentation equipment
(lathe, shaper, drill press, etc.)	
☐ Electrical Works	☐ Heating, Ventilating, Air conditioning & Refrigeration
☐ Others (specify):	
☐ Available ☐ Not Available	

Brief Description of Repair and Maintenance	
To repair out of order faucet of water dispenser of NARC Office 2nd floor	
Filled in by PPO/personnel	
Part/Supplies/Materials Required	Manpower Requirement
Estimated hours/days to finished	

Conducted by:	
PPO Personnel	(Name & Signature)
PPO Unit	
Checked & Verified by:	PPO Head
(Name & Signature)	
Service Satisfaction	
OVER-ALL RATING	
Filled in by the requesting party after the conduct of repair and maintenance	

☐ 1. Not Satisfied	☐ 1. - Poor
☐ 2. Slightly Satisfied	☐ 3. - Good
☐ 3. Moderately Satisfied	☐ 5. - Excellent
☐ 4. Very Satisfied	
☐ 5. Extremely Satisfied	
Comments & Suggestion	