



PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
<p><i>Filled in by requesting party</i></p> <p>Date filed : <u>October 3, 2023</u></p> <p>Building/Department : <u>ECO-FARMI DEMO FARM</u></p> <p>Location : <u>VSU</u></p> <p>Requesting party : <u>ODELO B. BALDOS</u></p> <p>Designation/Position : <u>AG. TECH II</u></p> <p>Contact no./Email : _____</p>	<p><i>Filled in by PPO</i></p> <p>Date received : _____</p> <p>Received by : _____</p> <p>Designation/Position : _____</p> <p>Request Reference Number : _____</p>
<p><i>Please check and specify the nature of service request</i></p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> Audio System (amplifier, speakers and microphones) With Lights? Yes. <input type="checkbox"/> No. <input type="checkbox"/> Setup Location: _____ Date & Time Needed: _____ Estimated Duration (hrs): _____</p> <p><input type="checkbox"/> Land preparation, plowing & harrowing Location/Area covered: _____ Estimated passing trip: _____</p> <p><input type="checkbox"/> Site development, levelling, scrapping & backfilling Location: _____</p> <p><input type="checkbox"/> Hauling (Construction materials, office equipment & etc.) From: _____ To: _____</p> <p><input type="checkbox"/> Plans, Layouts and Estimates (Drafting, floor plan/s, material & cost estimate, site inspection and the likes)</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Tent installation/s Setup Location: _____ No. of tent: _____ Tent size: _____</p> <p><input checked="" type="checkbox"/> Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)</p> <p><input type="checkbox"/> Installation/s (tarpaulin, signage, new lock & knobs & other installation not considered as repair and maintenance)</p> <p><input type="checkbox"/> Machining works (lathe, shaper, drill press & etc.)</p> <p><input type="checkbox"/> Landscaping (Design and Installation) Location/Area covered: _____</p> <p><input type="checkbox"/> Other/s (Specify) : _____</p> </div> </div>	
<p align="center">Brief Description of Service Request</p>	
<p>• Making 15 office tables to be used on the farm.</p>	

ACCOMPLISHMENT											
<p><i>Filled in by PPO Personnel</i></p> <p>Conducted by : <u>PPO Maintenance Personnel</u> (Name and Signature)</p> <p>Date & Time Started : _____</p> <p>Date & Time Finished : _____</p> <p>Checked & verified : <u>PPO Head/Director</u> (Name and Signature)</p> <p>Notes: _____</p>	<p><i>Filled in by Requesting Party</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 50%;">Service Satisfaction</th> <th style="width: 50%;">OVER ALL RATING</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied </td> <td> <input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent </td> </tr> <tr> <td colspan="2" style="background-color: #d3d3d3;"> <p align="center">Comments & Suggestion</p> </td> </tr> <tr> <td colspan="2"> <p>Name & Signature : _____</p> </td> </tr> <tr> <td colspan="2"> <p>Designation/Position : _____</p> </td> </tr> </tbody> </table>	Service Satisfaction	OVER ALL RATING	<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair <input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good <input type="checkbox"/> 5. Excellent	<p align="center">Comments & Suggestion</p>		<p>Name & Signature : _____</p>		<p>Designation/Position : _____</p>	
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