



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

PHYSICAL PLANT SERVICE REQUEST FORM

REQUEST INFORMATION	
Filled in by requesting party	Filled in by PPO
Date filed : October 3, 2023	Date received :
Building/Department : ECO-FARMI DEMO FAR	RM Received by Name & Signature
Location : VSB	Designation/Position :
Requesting party : ODELO B. BALDOS	Request Reference
Name & Signature Designation/Position : AG. TECH II	Number
Contact no./Email	
Please check and specify the nature of service request	
Audio System (amplifier, speakers and microphones)	Tent installation/s
With Lights? Yes No	Setup Location:
Setup Location:	No. of tent:
Date & Time Needed:	Tent size:
Estimated Duration (hrs):	Fabrication/s (new cabinets, furniture, metal works and other fabrications not considered as repair and maintenance)
Land preparation, plowing & harrowing Location/Area covered:	Installation/s (tarpaulin, signage, new lock & knobs & other
Estimated passing trip:	installation not considered as repair and maintenance)
Site development, levelling, scrapping & backfilling	Machining works (lathe, shaper, drill press & etc.)
Location:	Landscaping (Design and Installation)
Hauling (Construction materials, office equipment & etc.)	Location/Area covered:
From:To:	Other/s (Specify):
Plans, Layouts and Estimates (<i>Drafting, floor</i> plan/s, material & cost estimate, site inspection and the likes)	
	tion of Service Request
Making 15 office tables to be used on the farm.	
ACCOMPLISHMENT	Em 11 to Book and a Book
Filled in by PPO Personnel	Filled in by Requesting Party
Conducted by : PPO Maintenance Personnel	Service Satisfaction OVER ALL RATING
(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair
Date & Time	
Started	
Date & Time	4. Very Satisfied 5. Excellent
Finished	Li 5. Extremely Satisfied
	Comments & Suggestion
Checked PRO Hand/Pirester	
&verified PPO Head/Director	N
(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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No.