



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

REPAIR AND MAINTENANCE REQUEST

REQUEST INFORMATION			
Filled in by requesting party		Filled in by PPO	
Date filed	: August 20, 2024	Date received :	
Building/Department	: Department of Agronomy	Received by Name & Signature	
Location	: Department of Agronomy	Designation/Position :	
Location	LUZG ASIO		
Requesting party	: Name & Signature	Request Reference : Number	
Designation/Position	: Head, DA		
Contact no./Email	:		
Please check and specify the nature of work requested:			
☐ Vehicle Repair ☐ Carpentry & Furniture Works ☐ Electrical Works			
☐ Welding Works		☐ Plumbing Works ☐ Heating, Ventilating, Air conditioning & Refrigeration	
☐ Machining works (Lathe, shaper, drill press, etc.) ☐ Instrumentation equipment & Laboratory instrument ☐ Others (specify in the brief description below)			
Brief Description of the Nature of Work Requested			
To clean and check the air conditioning unit.			
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	Designation/Position	
ACCOMPLISHMENT			
Filled in by PPO Personnel		Filled in by Requesting Party	
Conducted	PO Maintenance Personnel	Service Satisfaction OVER ALL RATING	
	(Name and Signature)	☐ 1. Not Satisfied ☐ 1. Poor ☐ 2. Fair	
Date & Time Started		☐ 2. Slightly Satisfied ☐ 3. Good ☐ 4. Very Good	
Date & Time Finished		☐ 4. Very Satisfied ☐ 5. Excellent	
-		Comments & Suggestion	
Checked . ———	PPO Head/Director		
&verified .	(Name and Signature)	Name &Signature	
Notes:		Designation/Position	
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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.

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No